Hadia

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**CAREER SUMMARY**

* A results driven, self-motivated and resourceful Project Coordinator with an in depth understanding of all aspects of project coordination and implementation over 16 years.
* Experience of supporting the delivery of new and existing products and business enhancements that enable individuals and organizations to improve the quality and productivity.
* Possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels.
* highly organized approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office.
* Well presented with excellent communication skills and having a commercial approach to solving problems and developing business.

**CAREER HISTORY**

* **Project Coordinator / Legal Coordinator & Admin. Assistant Temporary position (Outsource)*:* ADNOC Distribution May 2015 – till date**

Project Management Office /Integration Functional Team for the following Projects:

* The Acquisition of (75 ) “Emarat” Service Stations & Sharjah Port in Northern Emirates Successful
* The Acquisition of (25) “ENOC – EPPCO” Service Stations in Sharjah. Successful
* Conducted & comprehensive study on Emarat (59) service stations in Dubai , 3 terminals (JAT, RAK, Fuj.) & Center work shop in Al Qusais in Dubai.
* **Executive Assistant Temporary Position (6 Months) :UAE Banks Federation Nov 2013 – May 2014**
* **Credit Support Officer /Coordinator : Arab Bank PLC Sep 2001 – Feb 2012**
* **Executive Administrative Assistant : Bank of Jordan – Head Office (Amman – Jordan ) Mar 1999 – Apr 2001**
* **Secretary -Word Processing Administrative Assistant : Consulting Engineering Center / CEC Oct 1995 – Mar 1999**

**DOMAIN SKILLS & RESPONSIBILITIES**

**COORDINATOR / LEGAL COORDINATOR & ADMIN. ASSISTANT**

* Coordinate & comply with tracking requirements in accordance with the approved procedures tasks between different departments internal as well as external Companies in order to complete the acquisition tasks.
* Assist the Legal Department to complete all the legal agreements and related documents
* Prepare, edit, and control documents, letters, e-mails, reports and memos in English / Arabic and vice versa
* Read and analyses incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
* Supports the receipt, Maintain database, produce logs, and track documents through the use of standard document management programs.
* Administer and maintain departmental manuals and computer systems
* Translates a variety of documents (e.g. forms, letters, memos, bulletins, agreements etc.) from English to Arabic and vice versa.
* Prepare, analysis & monitored different studied reports regards HR , GS, Financials, Profit rates and Maintenance contracts.
* Arrange meetings for High Level ,prepare Agenda , take  dictations and prepare MOMs

**EXECUTIVE ASSISTANT**

* Handle all correspondences while being the focal point in many projects
* Maintains executive's appointment schedule, meetings, conferences, events and teleconferences.
* Prepare Agenda for Banks Committees (CEO’s Level) & Seniors and prepare the MOM.
* Assist the GM by coordinating with the committees and the CEOs regarding the Banks Issues in order to finalize decisions.
* Updating the website and inserting subjects – as required
* Translate variety documents from Arabic to English & vice versa as required
* Welcomes guests and customers and managing visitors .
* Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

**CREDIT SUPPORT OFFICER /COORDINATOR**

* Handel all correspondences internal & External (for Corporate subject & HR Subject).
* Prepare different employees letters / Balance Score Cards /Training / interviews & handle the HR employees subjects.
* Prepare appointments, agendas and schedules in addition to MOMs .
* Develops and maintains files, documents, data and confidential information.
* Assist the management in preparing the organization charts and presentation.
* Prepare different reports/sheets: (Productivity, Deposit Withdrawal / Acquisitions, Industry Classification, and Deals in Pipelines /Prospects, UAE & Jordan Central Bank Audit Sheets, etc).
* Review corporate portfolio and assure quality of data , limits, risks, economic sectors, segment codes & types.
* Spread Financials manual and in MRA system.
* Assist RM & VP in Credit Renewal Request and Analysis Financials.
* Update the Legal agreements as per the Area Head approvals.

**EXECUTIVE ADMINISTRATIVE ASSISTANT**

* Handle correspondences and paperwork/ reports independently.
* Maintain files / records and customer service focus.

**SECRETARY -WORD PROCESSING ADMINISTRATIVE ASSISTANT**

* Prepare specifications sheets , presentation & organization Charts.
* Control business correspondences.
* Translate variety documents from Arabic to English & vice versa.

**EDUCATION**

* Bachelor of Business Administration “B.B.A” - Al Quds Open University –Palestine- Average 81%. 2007
* Diploma in Business Administration- Arab Community Collage – Jordan- Average 71%. 1994
* High School/- Kuwait- Average 83%. 1987

**KEY ACHIEVEMENTS**

Team member of the following projects:

* The Acquisition of (75 ) “Emarat” Service Stations & Sharjah Port in Northern Emirates
* The Acquisition of (25) “ENOC – EPPCO” Service Stations in Sharjah
* The Acquisition of Emarat (59) service stations in Dubai, 3 terminals (JAT, RAK, Fuj.) & Center work shop in Al Qusais in Dubai