**Ahmed**

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Dubai, United Arab Emirates

* **Profile Summary:**

Dynamic, enthusiastic and highly skilled Professional with nearly **7** years of proven work experience in handling daily Administrative & HR Operational Functions tasks within diversified industries, highly characterised by:

* Having Career record of achieving set goals and consistent work performance on the basis of dedicated work approach.
* Being able to work under pressure, effectively meet deadlines and maintain strict confidentiality of documents.
* Being dedicated team player who possesses excellent analytical, problem solving, communication and interpersonal skills.
* **Professional Experience:**

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| Business Development & Strategic Investment Center , **Dubai , UAE**  **CEO Office Manager , 07-2016** up to **now** |

*Key Duties:*

* Manage and maintain executive schedules, including scheduling travel and conferences, making appointments and making changes to appointments.
* Overseeing administrative policies within an organization and within the office; recommending changes as appropriate.
* Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
* Prepare reports, collect and analyze information; prepare presentations.
* Develop and utilize historical information; provide retrieval of information; record meeting discussions and provide minutes.
* Maintain inventory and office supplies, anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
* Prepare and develop a records management system; maintain and recommend changes to records system when appropriate.
* Evaluate policies to ensure they are in compliance with corporate rules and mission.

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| Qassim Cement Company, **Qassim** , **Saudi Arabia**  **HR Section Head – Shared Services** , **03-2015** to **06-2016** |

*Key Duties*

* Provide business voice and context to HR functions to support delivery of tailored solutions.
* Identify, escalate, advice and implement corrective measures on all HR governance related matters.
* Participate in the investigation and inquiry process in case of such as employees' misconduct and Attend to employee’s HR transnational needs by effectively following it up with HR Administration function.
* Ensure timely closure of employee’s requests and HR related requirements by HR administration function, such as employee communication, grievances, exits etc.
* Ensure effective implementation of all HR administration policies, procedures and requests to respective business functions and employees.
* Advise and generate awareness with respect to HR policies (current and revised) across business functions and act as first point of contact to address related queries.
* Facilitate and coordinate all training related activities as per respective departmental requirement to ensure effective implementation of training programs.
* Contribute to the identification of opportunities for continuous improvement of general services systems, processes and practices taking into account ‘international leading practice’, improvement of business processes, cost reduction and productivity improvement.
* Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner.
* Assist in the preparation of timely and accurate departmental statements and reports to meet departmental requirements, policies and standards.

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| Al Jaber Watches , **Doha** , **Qatar**  **Executive Assistant to CEO ( Admin & HR)**  **1-2010** to **02-2015** |

*Key Duties:*

* Provides administrative support to the CEO and the Board of Directors.
* Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary.
* Transcribes drafts, proofreads and revises correspondence, memos, flyers, agendas, minutes, resolutions and policies.
* Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication.
* Assists CEO with customer inquiries and problem resolution.
* Suggests policy changes in order to streamline department operations.
* Assures departmental operations within budgetary guidelines.
* Prepares for monthly and special Board meetings.
* Completes the CEOs report, which requires inputs from all departments and is presented to the Board of Directors.
* Provides administrative support for the completion of documentation of Board agenda items.
* Provides transcription and dictation of Board meeting minutes.
* Acts as District custodian of Board meeting minutes, resolutions, Administrative Code updates and other regulated documents.
* General HR Functions (i.e. New Hires, Absenteeism, Leavers, Inductions …etc.).
* **Qualifications:**
* **Masters Degree ( Educational Statistics and Research Methods)**

Alexandria University, Egypt, 2004

* **BA , English Language and Literature Section**

Ain Shams University, Egypt, 2000

* **courses attended:**
* **Human Resources Management Diploma**

Ain Shams University, Egypt, 2014

* **IT Skills**

MS Office Suite, SharePoint, ERP (Oracle JD 9.0)

* **Language Skills:**

Language : Arabic (Native/Bilingual Proficiency)

Language : English (Full Professional Proficiency)

* **Personal Details:**
* **Visa Status** : Employment Visa
* **Nationality** : Egypt
* **D.O.B** : 21/06/1979
* **Marital Status** : Married
* **Driving Licence** : Valid Saudi & Qatari DLs
* **References** :

Available upon request