

Contact HR Consultant for CV No: 342315

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**Attention: HR DEPT**

**Subject: Application for Executive Secretary /Administration Personal Assistant / HR Officer**

Dear Sir,

I am writing to establish my candidacy, please accept this letter and enclose resume as my application for this position for which I am qualified.

I would be proud and have privilege to use my experience and enthusiasm to work and become a valuable team member in your organization.

I strongly believe that my background secretary , Administration, HR officer, accounting & sales will be an asset to your growing team.

I would be more than happy to further discuss my skills and experience with you at earliest convenience to discuss an employment opportunity with your organization.   
  
 I would welcome the opportunity to discuss my qualifications with you. Please

Thank you for your kind attention and interest to my application, and I look forward to hearing from you.

### Education

* Collage Education: Ajman University Abu Dhabi UAE (from Sep 1999-June 2003)

(Bachelor in Accountancy)

* Secondary Education Palestine Secondary School. Abu Dhabi UAE
* Primary Education: Muota Primary School, Abu Dhabi UAE

### Additional Qualifications:

* Certificate in ICDL Skills from Knowledge Training Center (from Nov 2004 – Dec 2004)
* Certificate in Microsoft Word, Excel, Power Point and Dealing with Internet Outlook from Nadia Training Center
* Master Key certificate (3 days ) in Dubai year 2014

**Work Experience :**

**Working as Executive Secretary in Ghantoot Transportation and General Contracting Group from 11-3-2015 up to date**

**Office Manager Job Duties:**

* Provide administrative and clerical support to departments or individuals.
* Schedule meetings and arrange conference rooms.
* Alert manager about cancelations or new meetings.
* Manage travel and schedule.
* Handle information requests.
* Prepare correspondence and stuff mail into envelopes.
* Arrange for outgoing mail and packages to be picked up.
* Prepare statistical reports.
* Manage spreadsheets.
* Greet and receive visitor.
* Prepare confidential and sensitive documents.
* Coordinates office management activities.
* Determine matters of top priority and handle accordingly.
* Prepare agenda for meetings.
* Takes and transcribes dictation.
* Helps prepare office budget.
* Plans events and volunteer activities.
* Maintain office procedures.
* Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
* Operate office equipment, such as photocopy machine and scanner.
* Coordinate committees and task forces.
* Relay directives, instructions and assignment to executives.
* Receive and relay telephone messages.
* Direct the general public to the appropriate staff member.
* Maintain hard copy and electronic filing system.

**Working as Office Manager for General Manager of Jassem Al Marzooqi Group of companies Oct 2014 upto March 2015:**

**Office Manager Job Duties:**

* Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
* Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
* Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
* Completes operational requirements by scheduling and assigning employees; following up on work results.
* Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
* Maintains office staff by recruiting, selecting, orienting, and training employees.
* Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Contributes to team effort by accomplishing related results as needed.

**Skills and Qualifications:**

Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting.

**Working as Sales Team Leader in Eastern Sands Real Estate Company from Oct 2013 upto 20 Oct 2014 :**

1-In charge of leading a staff that helps company reach, and even surpass, its sales goals.

2- Interview, hire and train members of the team.

3- Assign territories and help manage existing accounts and develop new ones.

4- Oversee and schedule my team and also keep them motivated and working as a unit.

5- Follow up with all Parties (Management, Clients & Agents ).

6- Preparing Sales Report for closed deals to achieve sales monthly and yearly target.

7- Dealing with both sale / rent inquiries as per schedule forwarded from management.

8- Updating my listing thru Master Key , Property finder , Duppizle and all other online sites

9- Prepared and organized to participate for the event of Abudhabi Management Property Market in Marina Mall (company profile , brochures , gifts for visitors )

10- Participating in both City Scape ( Abu Dhabi & Dubai) for the year of 2014

**Working as GM Secretary from May 2012 upto Sep 2013**  in Emirates Future General Trading Company one of Hijazi & Ghousheh Group of companies based in Jordan.

* Organizing Work and distribute duties among collogues to work as a team
* Organizing Presentations and arranging meeting schedules
* Dealing with customers compliant.
* Organizing files, enquires, quotations, job order and work order
* Maintaining office equipment.
* Sorting, distributing and forwarding daily emails.
* Attending phone calls, faxes and notification message to recipients.
* Bank Reconciliation.
* Placing Orders and following up with suppliers
* Preparing Delivery Notes and Invoices.
* Types, proof-reads and distributes a variety of material such as letters, reports and tabulations. Includes entering, amending and retrieving information, and performing security copying and archiving of documents.
* Completes and processes standard forms, and prepares routine letters and reports from brief notes or oral instructions.
* Establishes and maintains a filing system. Requisitions, maintains and distributes office stationery and supplies.
* Receives persons calling at the office of assigned supervisor, answers queries and schedules appointments.
* Receives, sorts and distributes all incoming mail. Makes copies as needed and presents to supervisor. Prepares outgoing mail for despatch. Maintains a proper register for incoming/outgoing mail.
* Arranges for meetings as instructed. Includes arranging conference rooms, visual aids and refreshments. May attend meetings to take minutes.

**Working as HR Secretary from April 2010 upto 31st of May 2012**  in Takreer Company one of ADNOC Petrol Group.

* Types, proof-reads and distributes a variety of material such as letters, reports and tabulations. Includes entering, amending and retrieving information, and performing security copying and archiving of documents.
* Completes and processes standard forms, and prepares routine letters and reports from brief notes or oral instructions.
* Establishes and maintains a filing system. Requisitions, maintains and distributes office stationery and supplies.
* Receives persons calling at the office of assigned supervisor, answers queries and schedules appointments.
* Receives, sorts and distributes all incoming mail. Makes copies as needed and presents to supervisor. Prepares outgoing mail for despatch. Maintains a proper register for incoming/outgoing mail.
* Arranges for meetings as instructed. Includes arranging conference rooms, visual aids and refreshments. May attend meetings to take minutes.

1. Working as ***Arabic Data Operator  & ER Assistant in Employee Relations Section***  – Human Resources Department in Takreer Company one of ADNOC Petrol Group from ***Oct 2007 up April 2010*** Duties :

* Filing Annual Leaves, Sick Leaves & Educational Assistance.
* Segregation the Incoming & Outgoing Mails.
* Car Registration Form for Traffic Department.
* Preparing all related Documents for New Recruits.
* Preparing Documents for Retirement & Resignation Employees.
* Preparing Letter for Investigation.
* Preparing Letters Abu Dhabi Retirement Pension and Benefits Fund for UAE Nationals.
* Preparing Salary Certificates in both Languages ( Arabic & English)
* Working on HR Access Program and attending banks phone calls for employee verifications
* Prepares all New Lease Agreements for new housing units, after receiving the Offer letter, and submits to the Estate Officer.
* Prepares all lease agreements for renewal and arranges for dispatching to landlords for their approval/ signature and submits to the Estate Officer for verification and Management approval.
* Updates the Estate Management System of any changes.
* Prepares all payment letters to the Finance Division advising to pay the landlords.
* Manages the Estate Management System through creating New Employee’s records, updating employee’s status, updating all renewed lease agreements and cancelling the units from the system to return to respective landlords.
* Maintains and updates all records of Water/Electricity bills, verifies the chargeable amount with the previously paid bill for any discrepancy, and enters all relevant data.
* Registers with ADWEA all TAKREER leased units, differentiating the actual users, for the appropriate payments applicable, and obtains Water/Electricity clearance for all units to be cancelled.
* Reviews the Water & Electricity units’ consumption to verify the possibility of defectively recording meters, or any other discrepancy.

**Working Experience:**

Working in Al Sagar Engineering Company as General Accountant, Secretary & as Sales Person **June 2005 up to Oct 2007**

Duties :

* Organizing Work and distribute duties among collogues to work as a team
* Organizing Presentations and arranging meeting schedules
* Dealing with customers compliant.
* Organizing files, enquires, quotations, job order and work order
* Maintaining office equipment.
* Sorting, distributing and forwarding daily emails.
* Attending phone calls, faxes and notification message to recipients
* Using Accounting Software “Great Plains “ for accounting records and to give management reports analysis about company situation (loss or gain)
* Preparing Delivery Notes and Invoices.
* Bank Reconciliation.
* Placing Orders and following up with suppliers
* Preparing Delivery Notes and Invoices.
* Following up with Service Center to deliver clients material at the dead line
* Familiar with all kind of Forms issued by oil company & the government and login thru their site, downloading quotations and technical sheets
* Familiar with issuing Gate Passes for Dhafra Base and other locations

**March 2004 up to May 2005**

Working in Electronic Signals Est. As Secretary cum Accountant Assistant ***Duties* :**

* Organizing Work and distribute it among collogues to work as a team
* Organizing Presentations and arranging meeting schedules.
* Organizing files, enquires, quotations, job order and work order
* Maintaining office equipment.
* Sorting, distributing and forwarding daily emails.
* Attending phone calls, faxes and notification message to recipients
* Outstanding payments follow up with customers
* Placing Orders and following up with suppliers
* Preparing Petty Cash and Miscellaneous Expenses.
  + - Preparing Invoices & Bank Reconciliation

**Oct 2003 up to Feb 2004**

Working in Knowledge Center As Secretary cum Accountant Assistant and ICDL Teacher ***Duties :***

* + - Outstanding payments follow up with students
    - Maintaining office equipment.
    - Sorting, distributing and forwarding daily emails.
    - Forwarding Emails, phone calls faxes and notification message to recipients
    - Responsible for attending phone calls and visitor reception
    - Preparing student time tables and helping them in classes
    - Preparing tuition sheets

**March 2001 up to Dec 2001**

Working in Khoory group of companies As Secretary cum Accountant Assistant ***Duties*** :

* + - Preparing Delivery Notes and Invoices.
    - Bank Reconciliation.
    - Outstanding payments follow up with customers
    - Organizing files, enquires, quotations, job order and work order
    - Forwarding Emails, phone calls faxes and notification message to recipients
    - Responsible for attending phone calls and visitor reception

### References

“Available upon request”