



MOHAMED ELRAYAH ELAWAD ELHADI

Objective:

It's an honor for me to introduce this C.V. with my personal information your group as an employee contributing in the development of this corporation.

Personal Information:

Nationality: Sudanese
Place of Birth: Saudi Arabia
Date of Birth: 26/02/1989

Education:

-BSc Honors in Business
Administration From El Neelain
University (Sudan)

Courses :

- Executive Secretary Training
Course from National Security
Institute – Abu Dhabi (Recognized
by Edith Cowan University-
Australia)
-Diploma in general English for
sex months from Alzahra in Sudan.
-Course in Digital marketing .

Experiences:

Certis Cisco Co. (Abu Dhabi _ UAE)



Admin Assistant Since Jan 2013 – May 2015

My Responsibilities are, but not limited to:

- Restocked supplies and placed purchase orders to maintain adequate stock levels. And also Coordinated travel arrangements by booking airfare, hotel and ground transportation.
- Edited subcontractor proposals, project punch lists, transmittals and memorandums for organizational support .
- Coached new employees on administrative procedures, company policies and performance standards. more over coordinated bookkeeping activities in QuickBooks and Lawson, including invoicing and accounts payable.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors. In additional Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
- Scheduled office meetings and client appointments for staff teams.
- Organized weekly staff meetings and logged minutes for corporate records.

MAB Facilities Management Co. (KSA)



Executive Secretary Since Oct 2015 To Jan 2020



Job Description

- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Responded to emails and other correspondence to facilitate communication and enhance business processes .and also Handled all scheduling for operation manager calendar and prepared meeting agenda and materials Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions. Oversaw daily household activities for traveling clients (EMAAR Co.) .visited residential properties and prepared homes for clients' arrival.
- Organized logistics and materials for each meeting, arranged spaces and took detailed notes for later dissemination to key stakeholders.
- Worked with clients to effectively plan and coordinate logistics for special projects and events.
- Managed mail and both incoming and outgoing correspondence, mail, emails .

Senior administrator Since Feb 2020 Until Now

Job Description :

Skills:

- Documentation and reporting
- Master calendar management
- Spreadsheet Creation
- Advanced MS Office Suite
- Business administration
- Report analysis
- Mail handling
- Collaboration
- Organization and Time management
- Strategic planning
- AR/AP
- Analytical skills
- Customer Service
 - Recruitment Management
 - Employee Relations
 - Employment Data Tracking
 - Human Resources Management Systems
 - Transfer Coordination
 - Report Preparation
 - Termination Documentation
 - Information Protection

- Responded to emails and other correspondence to facilitate
- Managed minor appliance issues and scheduled repairs as needed.
- Scheduled utility service providers according to project timelines.
- Coordinated with site personnel, clients (EMAAR Co.) and local government officials achieve on-time project delivery.
- Obtained building and specialty permits from local jurisdictional
- Collaborated with construction administration consultants to schedule field observations.
- Oversaw annual budget to handle supply, labor and maintenance needs
- Maintained physical condition of facilities, applying available resources achieve safe, clean and functional environment.
- Served as point of contact for internal and external customers seeking support and information.
- Facilitated new employee orientations to foster positive team attitude.
- Maintained filing system of current, prospective and future positions.
- Compiled and produced qualified candidates' information for hiring manager review and liaised between parties to coordinate formal, management interviews.
- Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.



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Khartoum – Sudan