

Manal Ahmad

Mob: 50110401

Manalahmad73@hotmail.com

Language:

English (Very good)

Arabic (native)

Education

Bachelor's Degree
Business Administration

Training Courses

English Conversation

Objective:

To obtain a challenging position in which I can utilize my experience to the fullest. I am seeking new challenges and new experience in your industry and to join a well reputed organization. I have included in this document a functional summary and details of both previous and current employment and education, and I'm willing to furnish any additional details that you may require to complete your evaluation.

Work Experience:

- Senior Human Resources and Administrative Officer
- Administrative and Human Resources Officer
- Administrative assistant

Albatel Brothers for Gift Co. (Jan 2023 – Present)

Job Responsibilities as Senior HR & Admin Officer:

- Maintaining physical and digital records like employment contracts, Residents...etc
- Update internal databases, such as hiring information, corresponding letters...etc.
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days.
- Monitor proper attendance.
- Generate monthly Payroll.
- Publish and remove job ads.
- Schedule job interviews and recruit the right candidates.
- Prepare reports and presentations on HR-related metrics, such as AL & EOS Reports...etc.
- Develop training and onboarding material
- Respond to employees' questions about benefits (for example, the number of vacation days they are eligible for)
- Receive incoming calls and solve customers' issues if any.
- Arrange all stationary requirements for the HO and retail stores.
- Prepare all purchase orders and corresponding letters.
- Handle the staff issues and solve them if any.
- Track all residents, passports' expiry dates and renew them on time.
- handle all the leave types.
- Monitor the work process and make sure that all tasks are being done at the right time.
- Make Sure all required licenses for the Company Head Office and Retail Stores are renewed on time.

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Arch Real Estate Investment Co. (Nov 2010 – Jan2023)

Job Responsibilities as Admin & H.R. Officer:

- Perform the work as per company administration policies and procedure.
- Maintain employees work schedule and monitor timesheet attendance.
- Prepare reports, memos, letters, & other documents, using word processing, spreadsheet, database, or presentation software.
- Prepare responses to correspondence containing routine inquiries.
- Follow up issues related to lawyer office (contracts, claims, etc...).
- Handling all related insurance companies regarding all kind of insurance.
- Participating in interviewing all levels of new hires.
- Preparing contracts for the new hires.
- Run on the monthly payroll.
- Run Monthly staff provision.
- Responsible for all the printing jobs for the companies (Business Cards, stationary, Company profile....etc).
- Build up all the necessary forms for each Division workflow process.
- Participate in the preparation of Company Policies.
- Worked on the list of Penalties according to the Kuwait Labor Law in the Privet Sector 2010.
- Dealing with Telecom Companies.
- Supervising all company secretaries.
- Working on the employee appraisal both probation & year end.
- Developing the organizational structure of the company.
- Solving employee minor and major problems.
- Prepare company Insurance & staff Health insurance.
- Responsible of all staff residency. (Renewal, and issue new residency).
- Maintain the staff files and update the files list.
- Communicate and follow up with staff regarding division administrative issues.
- Manage office supplies.

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- Coordinate with accounting department on cash management issues.
- Dealing with receivables & payables.
- Provide regular financial statement to higher management on monthly, quarterly & yearly bases.
- Assist in preparing financial statements, balance sheet, income statement etc.
- Handel Accounting related correspondence including wire transfer letters.

- Job Responsibilities as administrative assistant:

- Organize in / out flow of correspondence, appointments, discussions, work priorities.
- Ensure the manager's appointments, commitments and actions are met in a timely fashion
- Review documentation's submitted for approval to the manager to ensure it is complete and in line with policies and guidelines.
- Manage incoming calls, requests and queries and addressing as see fit.
- Manage all administrative work in terms of typing, filing, travel arrangements and any other support required by the Chairman.
- Professional receipt of & greeting of division visitors as well as staff.
- Maintain visitor's log.
- Communicate and co-ordination with secretaries of other divisions.

Skills

- Interpersonal and communication skills, able to build rapport and communicate effectively at all levels, and across disciplines using different communication techniques.
- Change orientated, able to accept work with and manage an ever changing work environment.
- Self-starter, able to take instruction and manage self for motivation and delivery.
- Team worker, works effectively within the team delivering own targets and supporting others.
- Stress resistant, able to work under and cope with pressure.
- Excellent Organizational & Administrative skills.
- Very detail oriented

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- Proven ability to manage an efficient work unit.
- Independent & able to prioritize duties and meet multiple deadlines.
- Posse's initiative to see all assignments & projects through to completion.
- Comfortable relating & interacting with senior /top management.
- Customer Focus to be aware of customer needs and expectations.
- Problem Solving & Service orientated.
- Highly proficient in MS Office Suite-Word, Excel.
- Very good typing speed (Arabic & English)

Hope my CV and my Experiences meet your requirements and can make me a suitable candidate for your organization.

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