

Coordinator administration services - resume cv example

[Business](#), [Human Resources](#)



**ASSIGN
BUSTER**

Coordinator Administration Services

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com Objective I am looking for a mid-level position that allows me to utilize and build on my current experience in the filed of human resources. I am keenly interested in pursuing a career that allows me to grow and diversify my area of expertise.

Experience

Coordinator Administration Services, HR Department, Dubai Properties Group
— 2009-Present

Supported the administration department through effective coordination of administration department activities related to new joiner processes to ensure the smooth flow of activities; liaise with the recruitment team to collate all new joiner information and coordinate effectively with all concerned to make arrangements for the new joiner to ensure a smooth transition into the company; coordinate with the Line departments and employees on employee separation to collate all company items to be returned by the employee prior to leaving and coordinate with the concerned to ensure all items are collected back to ensure a smooth employee exit process; compile and maintain updated files, records and databases related to department activities for record purposes and to ensure easy retrieval of the same; prepare relevant and timely reports for Manager review and highlight areas of concern for decision making and corrective actions; check the pantry inventory and ascertain adequate inventory stock by replenishing them timely to ensure employee satisfaction

National Development Coordinator, HR Department, Dubai Properties Group

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— 2009-2009

Arrange summer training/ internal ship program for UAE nationals in the company as per requirement from various educational institutions to ensure DPG's commitment towards the society in developing UAE nationals; prepare relevant reports/statistics/surveys related to Junior Trainees in order to provide management information; identify suitable platforms like career fairs, universities etc to source potential UAE national candidates for the company to develop them for future roles

Training Coordinator, HR Department, Dubai Properties Group — 2008-2009

Over sixty trainings arranged for internal staff (sales people, technical training, upper management, etc); coordinating with experienced external trainers from various training companies; responsible for writing weekly progress reports for submission to top management; keep an up to date filing system includes proper attendance sheets, certificate copies, feed back forms and training evaluation after each training session as an ongoing basis; prepare summary of training attendees based on the database provided by service team at the end of every month to know the progress of training programs; make sure that the training venues are booked according to the calendar and the training materials are readily available for each session

Expense Coordinator, Accounting Department, Hamad Rahma Abdulla

Alshamsi General Trading — 2005-2008

Wrote periodic reports to present to management; responsible for tracking company expenses and recording information; answered the telephone and took messages; prepared memos, faxes in English and Arabic; filed

documents manually and electronically; prepared and sent E-mails.

Education

University of Dubai (UD) — Bachelor of Business Administration in Management, 2009

Dubai International School — 2004

TRAINING COURSES

Summer Training at Dubai Islamic Bank - 2004

Up Your Service 300, Increasing Customer Loyalty, Dubai Properties

Up Your Service 200, Building Service Partnership, Dubai Properties

Up Your Service 100, Achieving Superior Services, Dubai Properties

Personal Development Plan, Dubai Properties

Six Thinking Hats, Dubai Properties

Communication Skills, Dubai Properties

Skills

Ability to work independently and with a team;

Proficient user of Microsoft Windows XP;

Experience in giving presentations;

Preparing reports and conducting statistical analysis;

Able to adapt and work effectively in different environments;

High standard of personal motivation and initiative;

Taking part in annual inventory;

Ability to study and analyze problems and difficulties and write reports about the outcome of the studies;

Can work well under pressure and enjoy challenges;

Excellent team player, and proven leadership skills involving managing,

developing and motivating team to achieve their objectives;

Ability to learn from feedback;

Time management;

Provide effective coordination support for all administrative services

LANGUAGES

Arabic: Fluent - written, spoken and reading

English: Fluent - written, spoken and reading

INTERESTS

Playing football, table tennis and swimming