



Hashim Abdulkarim Bahram Marghalani

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PROFESSIONAL EXPERIENCE

Business methods of operation and maintenance **February 2 0 2 0** **Present**

CEO Office Manager

- Provide logistical/administrative support for Head of Department executives/Chief officer (including executive itineraries, executive correspondence, executive expenses) in order to ensure that executive support is efficient and executives' needs and expectations are met
- Manage and maintain executives' itinerary/diary, schedule appointments/meetings/conference calls, collect and prepare meeting documents and update all participants as required in order to ensure that the diary is accurate and up-to-date, participants are informed and all necessary documents are distributed in advance.
- Screen all incoming communication/correspondence (letters, emails, phone calls, etc.) and independently manage outbound correspondence in order to ensure that incoming correspondence is filtered/distributed/answered promptly, professionally, and in line with Head of Department standards and guidelines.
- Draft and edit communications, presentations, and other documents and update documentation and templates in order to support executives in their daily work and ensure that documents and templates are structured, accurate, and up-to-date
- Provide any other clerical/secretarial duties as required (including managing executives' expenses and securing appropriate signatures as required) in order to ensure accuracy and alignment with Head of Department standards
- Ensure smooth operation of the day-to-day office activities
- Manage all office inventory and properties including transportation assets
- Manage and organize the tasks for the CEO scheduling important appointments and travel expenses, processing monthly invoice
- Responsible for creating PowerPoint slides and making presentations.
- All secretarial duties, administrative tasks, all correspondences and other documents as assigned by Senior Management.
- Coordination with services suppliers and governmental entities
- Support colleagues with meeting activity, including preparing agendas, recording minutes, room bookings and transportation requests.
- Support on HR administrative topics (working under guidance from local Partners and regional
- Direct and manages due diligence for new contractors and suppliers according to the defined prequalification criteria
- Act as a main point of contact between STC and vendors/suppliers for facilitating any requests and resolve any issues
- Analyze and organizes office operations and procedures such as flow of correspondence, requisition of supplies, office reception and secretaries, building maintenance, office machinery and establishes uniform correspondence procedures and practices
- Develop talent within the team by providing guidance, mentoring and coaching to achieve the defined goals and a high performance team.
- Drive a culture of feedback and coaching in the Business Unit/ Department by providing feedback on

an ongoing basis, identifying development needs and coaching the employees on the areas of improvement

- Manage service level agreements with contractors, vendors and suppliers to ensure high quality of service is provided. This includes corporate accounts for office supplies and internal services and etc.

Al Sharif Group Holding

November 2015 TO March 2019

Office Manager

- Supports the Executive Management in accomplishing their respective personal targets, duties and responsibilities.
- Development and leverages relationships within and across organizational units and external clients to achieve objectives of the organization.
- Manage in- and outbound correspondence and monitors all information flows, including maintaining archiving/filing (paper and electronic files).
- Coordinate, establishes and processes travel arrangements of the Executive Management and the management team as needed, including management of travel expense claims after the trips
- Manage general expense claims for Executive Management
- Coordinate and execute all tasks connected with company cars (leasing vehicles), including arrangement of maintenance appointment, annual technical inspections, approvals to use cars outside KSA
- Collects required data, forwarding them in orderly fashion and following up all data during the process of obtaining visa for visitors or future employees from abroad
- Translation of letters, certificates etc. from Arab into English and vice versa
- Organize meetings on request (participants, venues, note taking, minutes)
- Organize events like town hall meetings, family days, sports tournaments etc.
- Manage office supplies and IT support
- Special tasks from time to time, e.g. supporting bid preparation, supply chain management, government relations etc.
- Support in preparation of annual plans and budgets, complete analysis of monthly reporting activities.

Saudi Telecom Company January 2007 TO October 2015

Jeddah, Saudi Arabia

Administration Manager

- Assist in developing the strategy and plans for the Admin Department
- Prepare and manages the annual budget for the Admin Department and secures subsequent approval, tracks expenditure and ensures adherence to the budget
- Define the operating framework and policies for the Admin Department and ensures compliance with internal quality standards
- Collaborate with internal and external stakeholders to ensure seamless execution of services within and outside the Admin Department
- Ensure the smooth operations of all outsourced administrative services such as Internal Requests for material and consumables, Catering, Communication, Fleet, Staff Accommodation and etc.
- Lead and directs continuous improvements in process efficiency and cost minimization within the Department's activities
- Oversee the activities of the Administration function in the provision of cost effective, timely and quality services

across the Group

- Monitor and validates departmental expenses to ensure that all the activities undertaken are in line with the policy standards
- Develop and implements policies and procedures to govern the Purchase Request process for materials, good and services

Direct, manages and monitors negotiations with suppliers of major services and critical contracts prices, credit terms and other conditions of the agreement with the necessary Departments and based on competitive deal

EDUCATION

Bachelor's degree (Management Information Systems)

Diploma of Network Technology

Bachelor's degree (Communication Engineering)

QUALIFICATION AND CERTIFICATES

Etihad Etisalat Mobily Training Courses

- Sales Skills
- Supervisory and Administrative Skills Training

Comprehensive Training Center

- Oratory and Presentation

PMI

- Project Management Professional

Skills

- Project management skills.
- Excellent communication and interpersonal skills.
- Problem-solving skills.
- Negotiation skills.
- Hard worker-ability to work additional hours in order to complete working priorities.
- Strong team working skills.
- Flexibility.
- Good knowledge in construction techniques, procedures, Project budgets, Cost analysis, PIP...etc.
- Knowledge of relevant building and health and safety legislation.
- Skilful in AutoCAD, MS Project, Power Point, ETABS, SAFE, Visio and all office programs.

PERSONAL DETAILS

Languages

- Birth Date: 19\ 2\ 1988
- Birth Place: Jeddah – KSA
- Marital Status: Single

Arabic
English

Nationality: (Transferable Iqama) Afghanistan