



+966532266666



omer.aboubaker@hotmail.com



JEDDAH – SAUDI ARABIA

# Omer Aboubaker Mohamed Ahmed Osman

## OFFICE MANAGER – EXECUTIVE SECRETARY

### ~ KEY SKILLS ~

Office Management



Personal affairs Mgnt



Wealth Management



Administration



Expense Reduction



Inventory Management



- A proactive, resourceful Office Manager/ Executive Secretary who does not only have substantial administrative and office management experience of **14 years** at different levels sequentially, but also possesses a competitive spirit along with a strong desire to succeed, exceed goals and maximize opportunities.
- Continuously improving procedures and outcomes by constantly evaluating the work being undertaken and looking for ways to make things more efficient.
- Highly motivated, technologically-adept and very knowledgeable in all aspects of office management. On top of this, he is eager to learn new material skills and ways to leverage the Chairman/ CEO's and other Senior Executives' time.

### ~ PROFESSIONAL EXPERIENCE ~

- ❖ **Khalid Abdullah Alsubei Holding Co. , Jeddah, Kingdom of Saudi Arabia,**  
**Jan 2018 to Present**  
**Office Manager/ Executive Secretary**

#### Responsibilities:

- \* Maintain and assist in planning appointments and board meetings.
- \* Attend board meetings, prepare meetings agendas, record minutes and distribute the minutes to the board members afterwards.
- \* Follow up the implementation of approved board resolutions and keep the Chairman updated accordingly.
- \* Keep all the board meetings's minutes properly filed and documented.
- \* Draft formal correspondences (letters, memos and emails) in both Arabic and English, and translate them from Arabic to English and vice versa if required.
- \* Accomplish the daily administrative tasks related to the Chairman such as agenda, appointments, travel arrangements.. etc.
- \* Manage the functional activities of the office to ensure smooth running of daily business.
- \* Handle all business and leisure travel arrangements such as hotels, flights, limos, yachts, cruises.. etc. reservations and all other relevant travel requirements.
- \* Provide Administrative support to the Chairman.
- \* Delegate work responsibilities among the office personnel.
- \* Keep the Chairman informed by reviewing and analysing special reports; summarizing information; identifying trends.
- \* Prepare a checklist for international visas' requirements and follow up the process of visa applications submission.

#### Achievements

Within a period of over two years tenure with **Khalid Abdullah Alsubei Holding Company** culminating in current responsibility for coordinating all office functions as an Office Manager and Executive Secretary/ Assistant to Chairman and Private Affairs Manager supervising a team of Administrative Professionals and Household Staff. **Results:**

- Achieved most of the goals of the organization by following up the tasks' accomplishment of certain number of Executives in a limited time.
- Drafted policies and procedures for both Administration Team and Chairman's Personal Staff.
- Developed the workflow and enhanced the capability of the administrative and household staff.
- Saved hundreds of thousands of Saudi Riyals in hotels and air tickets reservations.

❖ **Alrajhi Emirates Group, Dubai, UAE,**  
**Dec 2012 – Dec 2017**  
**Office Manager**

**Responsibilities:**

- Reported to the Chairman/ CEO.
- Managed the functional activities of the office to ensure smooth running of daily business.
- Analyzed all the received documents and emails from other departments.
- Drafted formal letters and memos and translated them from Arabic to English and vice versa if required.
- Accomplished the daily administrative tasks related to CEO such as agenda, appointments, travel arrangements.. etc.
- Led and directed the administration team to deliver a comprehensive office management service to the business.
- Arranged hotels, flights and all other relevant travel requirements.
- Attended meetings as and when required and prepared minutes of meeting.
- Delegated work responsibilities among the office personnel.
- Designed filing systems and arranged the procedures for maintaining records.
- Kept the Chairman/ CEO informed by reviewing and analysing special reports; summarizing information; identifying trends.
- Maintained the office budget and secured the personnel files.
- Arranged global, regional and local visa process.
- Wealth management: taking care of real estates, vehicles, companies, bank accounts. etc. of the Chairman/ CEO.
- Followed up with attorneys with regards to the Courts' matters/ Police cases/ Prosecutions.
- Managed priorities between casework and projects.

**Achievements**

With a period of 5 years tenure with **Alrajhi Emirates Group** culminating in responsibility for coordinating all office functions and supervising a team of six administrative professionals. **Results:**

- Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions.
- Decreased office expenditures 35% by implementing needed controls on stock/supplies and standardizing ordering procedures.
- In hence, saved hundreds of thousands of Dirhams in fees.
- Achieved most of the goals of the organization in a limited time.

❖ **Khartoum Locality Headquarters (Municipality), Mayor's Executive Office, Khartoum, Republic of Sudan,**  
**Oct 2010 - Oct 2012**  
**Deputy Office Manager/ Administrator**

**Responsibilities:**

- Maintained all office support activities.
- Served as an Administrator to the Mayor's Executive Office Team, handled a busy corresponding system, functioned as primary liaison to the other departments of the Municipality and ensured a consistently positive Public Servant experience.
- Coordinated with the other Departments to encourage the initiatives of Civil Community Organizations (NGO's) and reflect those initiatives to the Mayor.
- Cooperated with the other Governmental Entities to strengthen and reinforce the Public Sector joint-work by implementing the Strategic Plans of Khartoum State Government.
- Prepared all of the types of formal letters/ correspondences of the Mayor addressed to the other Interior Departments and Exterior Public Authorities and Entities.

**Achievements**

- Helped drive a 10% increase in public satisfaction due to implementing the Mayor's Decrees in the land of reality.
- Created automated daily stats report that reduced inaccuracies and provided management with an important decision-making tool.
- Quickly became a trusted Administrator to the Mayor, Executives and Deputy Office Manager and earned a reputation for maintaining a positive attitude and producing high-quality work outcome.

- ❖ **Supreme Council of Comprehensive Quality and Training - Government of Khartoum State Headquarters, Khartoum, Republic of Sudan,**  
**Jun 2010 – Oct 2010**  
**Office Manager**

**Responsibilities:**

- Drafted the Councilor's correspondences and arranged formal memos and letters.
- Coordinated with the other governmental departments of Khartoum State Government to select their employees in order to train them and provide them opportunities to participate in local, regional and global training courses, seminars, brainstorming workshops and forums.
- Handled all the office works such as but not limited to arranging meetings, taking minutes of meetings, office executives supervising, book keeping, travel arrangements.. etc.
- Reported periodically to the General Secretariat of Khartoum State Government office..
- Maintained office support service in general.

- ❖ **Ministry of Social Affairs/ Development – Government of Khartoum State, Khartoum, Republic of Sudan,**  
**Jun 2007 – Jun 2010**  
**Administrator/ Office Associate**

**Responsibilities:**

- Handled all the Minister's correspondences, drafting memos and formal letters to the relevant departments, foundations and other governmental entities.
- Arranged periodical reports by coordinating with Planning & Training Department of the Ministry monthly, quarterly and yearly reports.
- Arranged the Minister's daily agenda including their meetings, press conferences, TV encounters, field visits, seminars, workshops... etc.
- Coordinated with the relevant departments of the Ministry to strengthen their efforts to enhance the values of the Community to achieve Social Stability and Sustainable Development pursuing the goals of the Strategic Planning of the Federal Government.
- Participated in encouraging Youth and Women's initiatives in the framework of Social Joint-work.



**~ EDUCATION ~**

- ✚ **Ecole Emmanuel, Mission De La Mer Rouge, Djibouti May 2003**  
Four Year English Language Course (Pass with Distinction)
- ✚ **Al Fajr Al Sadiq Private Secondary School, Khartoum, Sudan, Mar 2006**  
Sudanese Secondary School Certificate
- ✚ **National Academy of Information Systems (NAIS), Dubai, UAE**
  - Professional Diploma in Business & Management – Apr 2016
  - Professional Diploma in Sales and Marketing – Feb 2016
  - Professional Diploma in Human Resources Management – Jan 2016
  - Professional Diploma in Business Communications – Dec 2015

**Computer Skills**

Proficient in Microsoft Ms-Office & OS.  
MS Office Suite : Excellent knowledge of all Office tools  
Internet exploring  
Additional computer tasks

**~ PERSONAL DETAILS ~**

**Nationality:** Sudanese  
**Date of Birth:** 01<sup>st</sup> of Jan 1985  
**Marital Status:** Married  
**Languages Known:** Arabic, English & French ( Fluent)  
**Visa Status:** Residence Visa (Transferrable)