

RESUME

PERSONAL DATA

Name: Ali Hussain Laif

Date of Birth: 1981

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Qualifications

- * Diploma in Executive Secretary from Institute of Public Administration in Dammam (01/09/2001 – 21/01/2004).
- * One year English Language Certificate from Institute of Public Administration in Dammam (01/09/2001 – 29/05/2002).
- * High School Certificate.

SKILLS

- MS Office (Word – Excel – Power Point – Access).
- Typing (Arabic & English).
- Writing Letters & Memos.
- File Systems.
- Answering Incoming Calls.
- Preparing Presentations.

OBJECTIVE

Accomplished professionalism with versatility, high proficiency and successful tracking records for 11 relevant years of experience.

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. To be dynamic and to achieve highest ethical standards in everything I do. Willing to work as a key player in challenging & creative environment so as to improve my capabilities therein.

Current Work Experience

- ► Work as **Administrative Affairs Officer in Crispy Meal Co. Ltd.** Since October 2019 till now.

Acquired Skills

- Preparing salary Reports.
- Writing official letters addressed to government and private agencies
- Preparing and reviewing employee contracts.
- Taking penal measures according to the Labor Office Law .
- Preparing Monthly Report.
- Review government departments and access government websites (Social Insurance - Ministry of Labor - Resident, etc. ...) and do the necessary to end government transactions.
- Supervising the issuance of medical insurance cards for all company employees, ensuring that all employees have access to them, and following up on any complaints Or claims related to it.
- Ensure that all employee documents are kept in their files and in their designated places according to the established sequence

Previous Work Experience

- ► Work as **HR Supervisor in Specialized Industrial Services Co. Ltd. (SISCO)** Since January 2015 till September 2018.

Acquired Skills

- Successfully implementing company policies / labor laws and take disciplinary action under Standing Orders.
- Vested to be the responsible personnel for processing and verifying of all the prerequisite requirements that need to comply such as paper works related to all government proceedings, clients, sub-contractors and suppliers and verification of Leaves and End of Service Benefits for the Employees.
- Solid background in Admin management of all day-to-day activities in coordination with internal /external departments to ascertain smooth business operations.

Previous Work Experience

- ▶ Worked as **Executive Secretary in Al Muhaidib Contracting Company** since July 2006 till December 2014.

Acquired Skills

- With direct transaction with the General Manager with relates to his business deal such as but not limited to Booking Tickets, Hotels, Visa Application and other documents required.
- Issuance and Conveyance of “Minutes” that co-relate any communications from the meeting. Contract Data Input confirmed from Administration & Business Development Department both Main and Sub-Contractors, Payroll Data Entry.
- Transacting, Coordinating & Applying for Medical Insurance of All the Staffs with various classes depends on the grade/position and company’s standard and in which Hospital Affiliates the Medical Insurance.
- Translating legal and essential documents from English to Arabic vice-versa related to the business deal and as required by Labor Office.
- Provide administrative and clerical support to departments or individuals, Schedule meetings and arrange conference rooms. Alert manager about cancelations or new meetings. Handle information requests.

Previous Work Experience

- ▶ Worked as **Executive Secretary in Saad Othman Est. for Fiberglass Products** since March 2006 till July 2006.

Acquired Skills

- Relay directives, instructions and assignment to executives. Receive and relay telephone messages. Direct the general public to the appropriate staff member. Maintain hard copy and electronic filing system.
- Coordinates office management activities. Determine matters of top priority and handle accordingly. Prepare agenda for meetings. Takes and transcribes dictation. Plans events and volunteer activities. Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.

Previous Work Experience

- ▶ Worked as **Salesman** in **Consumer Est. for Desalination & Water Purification Products** since July 2005 till February 2006.

Acquired Skills

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Focuses sales efforts by studying existing and potential volume of dealers. Submits orders by referring to price lists and product literature. Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

Previous Work Experience

- ▶ Worked as a **Receptionist** in **As-Salama Hospital** since December 2004 Till June 2005.

Acquired Skills

- Maintains security by following procedures; monitoring logbook; issuing visitor badges. Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions.