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OBJECTIVE

Seeking a challenging position in a reputable company where my academic background and interpersonal skills are well developed and utilized.

EXPERIENCE

Working at Al Shaya - International Trading Company at Head office as Coordinator At The Real Estate & Leasing Department - Property Retail Division - From (01 - Apr - 2013) Until Now

Duties Include :

1. Make the SSP for all projects (Site Submittal Package).
2. Write all the formal communication Letters between the Company & Land Lords & Rent Saving Letters
3. Coordinate with Legal Depart at al Kuwait and Finance for contracts and payments revenue booking for All Contracts & updated by the Rent Commencement and input into the Oracle system.
4. Develop and manage relationships with the Landlord.
5. Preparing the (PML) Sheets every Month.
6. Make the expansion & Store planner Sheets.
7. Get the GPS of the new locations to complete the STR Sheet
8. Make the Site Hand Over for the project Managers to receive the store from the landlord.
9. Updated Lease Statues Sheet every week
10. Coordinate with specialty leasing functions in other regions like Western Province & Eastern province
11. Updated the Articles of the Contracts according the legal department instruction.
12. Review contracts and extract important items and important dates according to company policy
13. Coordinates with the landlord to send proof of ownership and all the Title documents of the land
14. Doing All the Tenders with the Real Estate Manager
15. Rent saving Letters to the landlord

Working at Al Shaya International Trading Company at Head office as Department Secretary From (30 - Aug - 2012) To (1 – Apr – 2013).

Duties Include:

1. Coordinate the administrative system and schedule of Assigned Manager.
2. Handle information sensitively and confidentially, whilst using Initiative.
3. Monitor and record the Departments time and attendance discreetly and confidentially.
4. Organize and maintain line Managers calendar of Appointments.
5. Develop relationships internally and externally to Facilitate arrangements according to company values and objectives.
6. Pro-actively manage workload to achieve agreed objectives.
7. Handle all travel arrangements for the Department.

Working at Alshaya International Trading Company at Head office as Coordinator At HR Department

From (12 - May - 2012) To (30-Aug-2012) Riyadh.

Duties Include:

Grievances _ Disciplinary

Receive the DAS from AHRM, making sure it's signed by employee after A Disciplinary hearing took place, then to Prepare the (Warning/termination) Letter as per the AHRM remarks.

Sending DAS to Payroll To have a copy of DAS signed (by both Ops manager and employee) and Send it to Payroll, Another copy for our records.

Original DAS goes to Store/Area or Ops Manager with the Warning letter (to be received by employee and a signed copy to be Sent to payroll)

Coordinating event & invitations As per HRBP/AHRM request, the HR Administrator will prepare RTT, then Taking The right approval from MJ, or HR support. **B_** For invitations, HR Administrator will send an email to all related Parties As per HRBP/AHRM request. . GWU Trackers HR Administrator will send a reminders & follow-up Communication to All KSA Team asking about the tracker twice a month, before the GWU Conference Call in Wednesday. He will send a final email to Paula Submitting all KSA Updated Tracker, that's should be in Monday Every Two weeks. He need to Ensure that it is updated and reviewed by the HRBP before sending it to Kuwait.

Disciplinary & Grievance logbook

HR Administrator will send a reminders & follow-up communication to All KSA Team, and then we receive copies of The termination Epafs and all Updates, He will submit a final email on 28th in each month to HR Kuwait with attached Disciplinary logbook & Grievance.

Follow-up with AHRM Focus Group & store visit, People Agenda Arrangement.

HR Administrator will send a reminders & follow-up communication to All KSA team, and then we receive all updates, He will submit a final Email to HR at Al- Kuwait and update the Excel sheet list for HRBP info to get the required Statistic when requested by HRBP/AHRM.

Follow-up with GRID and Payroll As per HRBP/AHRM request, HR Administrator will check the regular Day-to-Day Company staff issue related to Payroll or GRID, and will Update the KSA Team accordingly.

1. Handle information sensitively and confidentially, whilst using initiative.
2. Monitor and record the Departments time and attendance discreetly and confidentially.
3. Organize and maintain calendar of appointments.
4. Develop relationships internally and externally to facilitate arrangements according to company values and Objectives.
5. Pro-actively manage workload to achieve agreed objectives.

6. Handle all travel arrangements for the Department

Working at Alshaya International Trading Company As Sales Associate From (10-Oct -2008) To (12-May 2012)

At Saudi Arabia
At El Khobar city
At Debenhams brand at Dhahran Mall

May 06–Aug 06 Basic Business Skills Acquisition (BBSA) Cairo, Egypt

At the Future Generation Foundation (FGF)

Training:

1. Developed Language and Computer skills
2. Enhanced Presentation & project development skills
Acquired basic business skills including: marketing, sales, business Correspondence and report writing

• **Course (A+) (Hardware, Software) at Egypt for Communication**

Working at Wasla contact center: as costumer service &telemarketing In the following:

1. Vodafone.
2. Tank.
3. T_E DATA.
4. Bridgestone.
5. Egypt Food Bank.
6. Marina valley.

Duties Include :

1. Identifying customer needs
2. Answering customer's inquires
3. Handling problems
4. Smiling and using inflection on the telephone
5. Giving expressing empathy
6. Giving customers an alternatives helps to soften their natural
7. Following up my promises
8. Using good telephone etiquette

Personal qualification

1. Cooperative and like help people
 2. Have the confident to take the effective decisions on the perfect time
 3. Organized and very socialized
 4. Work under pressure
 5. Take advices and quick learner
 6. Have the ability to deal with all people and help them quickly
 7. Works in group or single
 8. Excellent persuasive skills
 9. Active, Ambitious , self-confidence and knowledge seeker
 10. Driving license and have a private car.
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Interests

Listening music, using computer and searching on internet.

PERSONAL INFORMATION

Date of Birth: 21/10/1982

Marital Status: Married

Military Status : Exempted