

MOHAMMAD WAEI DAHDOULI

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PROFESSIONAL PROFILE

Enthusiastic professional with a proven track record of providing outstanding administrative & logistic support for more than 12 years of experience with Local/Multinational companies. Expert in preparing correspondence, revising documents, distributing mail, shipping and maintaining database. I am open-arms to opportunities that will broaden my horizon. A team player and approachable willing to lead or follow, eager to learn and is self-motivated.

AREAS OF IMPACT & SKILLS

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|-----------------------|-------------------------|---------------------------|
| ✓ Leadership | ✓ Clients Relationships | ✓ Document controlling |
| ✓ Time-Management | ✓ Internet Research | ✓ Planning and scheduling |
| ✓ Teamwork | ✓ Payroll | ✓ Written Communication |
| ✓ Problem Resolution | ✓ Inter-Departmental | ✓ PMIS |
| ✓ Event Coordination | ✓ Travel Arrangements | ✓ Taking Minutes |
| ✓ Employee Relations | ✓ Data Entry | ✓ Aconex |
| ✓ Retail Coordination | ✓ Microsoft Office | ✓ Logistics Management |

ACHIEVEMENTS & NOTABLE ACCOMPLISHMENTS

- Trophy & Certificate of Appreciation (Dec 2020)-Lazurde
- Employee of the month (June & November 2018)- Lazurde
- Star Award for Best Employee for the Month (April 2014)- WSP | Parsons Brinckerhoff
- Using excellent leadership, team building and communication skills to develop subordinates and encourage cooperation.
- Administering everyday working and monitoring productivity of work.
- Serving as liaison between senior management, customer, and vendors to streamline flow of information.
- Extensive international/domestic travel arrangements including air, hotel and ground; prepare detailed agendas for all business travel.
- Resolving critical issues in deadline driven, fast paced environment.
- Creating process improvements in workflow and documentation handling.
- Introducing core office systems which resulted in increased efficiency of work processes.
- Processing and shipping average of 8,000 packages annually.

PROFESSIONAL EXPERIENCE

L'azurde (Riyadh - Saudi Arabia)

Executive Assistant to Retail MD / Logistics Coordinator (L'azurde, Tous, Kenaz & E-Commerce)

Aug 2017 to Present

- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored.
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands.
- Developing and implementing office policies by setting up procedures and standards to guide the operation of the office.
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise.
- Other administration duties including petty cash, tickets, hotel reservations, retail events and liaising with other internal departments and dealing with any retail related enquirers.
- Retail & Logistics Coordination for the District Managers, Retail Market Managers and various retail teams
- Provide comprehensive Retail & Logistical support daily for both inbound and outbound shipments, including verifying safety procedures and overseeing quality assurance for more than 30 stores.
- Ensure carriers, shipping and receiving personnel, and other logistical areas comply with safety standards and legal requirements.
- Liaise with E-Commerce, Inventory and packaging team, resources regarding day-to-day activities for Miss L website.

WSP | Parsons Brinckerhoff

Sep 2013 to Aug 2016

Administrator

Project / Contract Value: *Makkah Metro Project / \$16.5bn*

- Coordinated the day to day administrative procedures with respect to the admin office ensuring any problems were dealt with swiftly and effectively.
- Resolved administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Managed the office supplies, stationery purchases and control of stock so that adequate supplies were maintained at all times and preparation of purchase orders.
- Managed petty cash float ensuring accurate records and receipts were kept of all payments and forwarded expense claim to admin manager on a regular basis.
- Oversaw and gave support with the sorting and distribution of all incoming mail and documents to ensure it is completed in a timely manner.
- Arranged and planned routes, itineraries, hotel reservations and routine for passengers at request of ticket agent.

Implementation Supervision Consultant

June 2008 – Mar 2013

Administrator

Project / Contract Value: *North South Railway Project (Hail-Saudi Arabia) / \$2.5bn*

- **Accounts:** managed all day – to day operations included accounts receivable, accounts payable, bookkeeping and payroll.
- **Documentation:** initiated, planned and managed the implementation of document inventory management systems.
- **Liaison:** coordinated visas, domestic and international travel arrangements on weekly basis using internet travel sites.
- **Logistics:** prepared of logistics plans to support all relevant operations within the programme. Established and maintained project offices sufficient to support their needs in full compliance with security and other regulations. Management of programme and project transport requirements.
- **Employee Relation:** served as a key link between management and site, using excellent interpersonal and communication skills. Acknowledge for improving the overall flow of information throughout the organization which helps employees and supervisors.

Al Mashrik Company

Sep 2005 – Feb 2008

Site Administrator

Project / Contract Value: *Obstetrics & Gynecology Hospital 200 Beds (Arar-Saudi Arabia) / \$15.2m*

- Prepared staff salary payrolls.
- Coordinated with the project manager to solve issues and participated in the formation of contracts with the sub-contract.
- Maintained and kept records of vacation schedules and other confidential documents.

EDUCATION

Bachelor in English

Tishreen University, Latakia, Syria

2000-2004

PROFESSIONAL DEVELOPMENT:

- ***Project Management Professional (PMP)***- Project Management (2020)
- ***RMP Certificate***-Project Management (2020)
- ***Exercising Leadership: Foundational Principals***-Harvard University (2020)
- ***Microsoft Excel Course***-Lead Academy (2020)
- ***Supply Chain and Operations Careers: Certification Tips and Tricks***-LinkedIn (2020)
- ***Being an Effective Team Member***-LinkedIn (2020)
- ***Embracing Unexpected Change***-LinkedIn (2020)
- ***Ecommerce Fundamentals***-LinkedIn (2020)
- ***Social Media Marketing Foundations***-LinkedIn (2020)
- ***What to Do When There's Too Much to Do***-LinkedIn (2020)
- ***Building Professional Relationships***-LinkedIn (2019)
- ***Crisis Communication***-Udemy (2016)
- ***Customer Service***-Udemy (2016)
- ***Influencing People***-Coursera (2016)
- ***Successful Negotiation: Essential Strategies and Skills***-Coursera (2016)
- ***Aconex certificate*** - (2012)