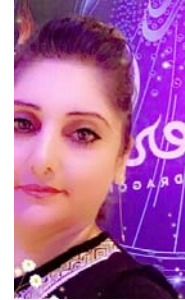


CURRICULUM VITA

PERSONAL INFORMATION

NAME: Suha H. Latif
NATIONALITY: Iraqi
RESIDENCE STATUS: Employment Visa
UAE Drive License
ADDRESS: UAE – Dubai – Mob. : +971 50 6357005
Email: suhaaa9@hotmail.com
JOB TITLE: Office Manager / Personal Assistant



CAREER OBJECTIVE

Experienced Office Manager, Provide administrative support to the organization that includes wide range of tasks from lowest to the highest member of the organization. Possess more than 15 years experience, seeking leadership position with Office Manager, Personal Assistant in the organization.

EDUCATION

1990 – 1993	Bachelor of Business Administration (Managements) from College of Administration and Economy Baghdad University.	Baghdad, Iraq
1992 – 1994	Diploma of Computer ICDL Al – Mansour Institute M.S. Office, Windows, Excel, PowerPoint, Excess, Coral Draw, Internet and Emails. High ability to work and dealing with all Apple Mac Programs	Baghdad, Iraq
1995 – 1997	Diploma of Business Administration Al- Mansour Institute.	Baghdad, Iraq
1991	English Language American Council	Baghdad, Iraq
2006	ACTIVE COMMUNICATE Certificate form Success Skills by Internet Training in (Management and organization meetings) and (Effective communication skills)	Dubai, UAE
2008	Diploma of Business Administration and International Business Unlimited Technology Training Institute Cooperation with London College of Management.	Dubai, UAE
2009	ICDL Form New Admin Training Center	Dubai, UAE

SKILLS

- **Organize and supervise all administrative activities of the company.**
- Managing day-to-day activities, travel reservations, scheduling and rescheduling meetings, checking phone calls, handling and prioritizing incoming mail, processing expense reports, drafting general correspondence for signature, and executing workflow approvals online.
- **Representing the company, attending exhibitions and conferences, keeping up with market trends and introducing new products.**
- Attending meetings and managing deals on behalf of senior management when necessary.
- **A decisions maker in emergency situations.**
- Team Leader and working under pressure.
- **Establish and maintain effective relationships with government officials, private industry officials and technical personnel.**
- Microsoft Office (Word, Excel, PowerPoint, Email ... etc) and IOS skills.
- **Preparing PowerPoint presentations In a professional way**
- Organizing and planning office, maintenance of office supplies and stationery.
- **Weekly and monthly reporting to the General Manager / CEO.**
- All operations of opening letters of credit (LC), bank guarantees, tenders, supplier management, procurement, bid preparation and submission.
- **In addition to the possibility HR responsibilities such as selecting the candidates employees, recruitment procedures, preparing visas, UAE Labor Law procedures ... etc.**
- **Coordinate with the PRO to arrange visas of any kind for current and/or incoming members of staff**
Ensuring all visas and/or labor cards, trade license ..etc., are up-to-date and renewed in a timely manner.
Processing bank transactions if and where required;
..... etc.

WORK EXPERIENCE:

09/2019 – Current

Office Manager CEO Executive Assistant



GP Global MAG Lubricants LLC

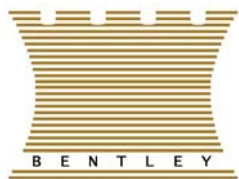
GP Global MAG is partner network driven by innovative lubricant technology. GP Global MAG develops high-performance lubricants, fluids, and coolants.



Role:

- The responsibility of the company's management and follow-up of the staff of (60 employees) in the office and (100 workers) in the sites.
- Follow the workflow for the sales.
- Responsible for the smooth day to day operations running of the office.
- Meeting and travel arrangements.
- Manage all utility & telecommunication requirements and track staff absences.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Managed CRM database, including troubleshooting, maintenance, updates and report generation.
- Integrated logistics systems into company processes to improve operations and manage work orders and price changes.
- Arranged corporate and office conferences for company employees and guests.
- Provided complete meeting support, including materials preparation and notes or minute taking.
- Oversaw appointment scheduling and itinerary coordination for both clients and personnel.
- Coordinate with HR department and Handle all staff issues and ensure timely resolution

10/2017 – 09/2019



Office Manager

Bentley Security equipment Trading Co. Dubai, UAE
Security and safety consultancy – CCTV Cameras Installation and
maintenance – Guards services

Role:

- The responsibility of the company's management and follow-up of the staff of **(20 employees)** in the office and **(100 workers)** in the sites.
- Follow the workflow for the sales.
- Follow-up of the work in the sites and ascertain the percentage of achievement of the finished works.
- Responsible for the smooth day to day operations running of the office.
- Meeting and travel arrangements.
- Coordination with the PRO Company to arrange visas and travel documentation.
- Manage operational requirements.
- Manage all utility & telecommunication requirements and track staff absences.
- Handle with all operations of opening Letters of Credit (LCs) and Bank Guarantees.
- Organizing and arranging all tenders and contracts received by the company, including finding sources of suppliers and concluding contracts and agreements.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Managed CRM database, including troubleshooting, maintenance, updates and report generation.
- Integrated logistics systems into company processes to improve operations and manage work orders and price changes.
- Improved office operations by automating client correspondence, record tracking and data communications.
- Arranged corporate and office conferences for company employees and guests.
- Provided complete meeting support, including materials preparation and notes or minute taking.
- Oversaw appointment scheduling and itinerary coordination for both clients and personnel.

08/2014 – 07/2017



Office Manager – Personal Assistant

Standard Marconi DMCC

Dubai, UAE

UN Vendor Supplier / Foodstuff and Commodities

Role:

- Responsible for the smooth day to day operations running of the office.
- Meeting and travel arrangements.
- Coordination with the PRO Company to arrange visas and travel documentation.
- Manage operational requirements.
- Manage all utility & telecommunication requirements and track staff absences.
- Manage suppliers .
- Manage the daily budget and expenses (PT Cash).
- Procurements.
- Tendering
- Handle with all operations of opening Letters of Credit (LCs) and Bank Guarantees.
- Organizing and arranging all tenders and contracts received by the company, including finding sources of suppliers and concluding contracts and agreements.

Registered as a United Nation Vendors (FAO – UNRWA – UNHCR – UNDP – UNPD – UNOPS) and WFP (World Food Program) Completed over \$5 million in contracts with UN Agencies

02/2004 – 05/2014



Office Manager

National United Trading LLC

Dubai, UAE

**UN Vendor Supplier / Foodstuff, Commodities, Armored Vehicles,
Fertilizers and Heavy Equipment**

Role:

- Responsible for the smooth day to day operations running of the office.
- Meeting and travel arrangements.
- Coordination with the PRO Company to arrange visas and travel documentation.
- Manage operational requirements.
- Manage all utility & telecommunication requirements and track staff absences.
- Manage suppliers .
- Manage the daily budget and expenses (PT Cash).
- Keeps management information by reviewing and organizing reports, summarizing information.
- Procurements.
- Tendering
- Handle with all operations of opening Letters of Credit (LCs) and Bank Guarantees

This is an Exclusive Agent company for the Middle East and North Africa for new patented concepts, executing franchise contracts with well-known brands and fined packing facility for food products while completing awarded contracts from UN agencies and missions.

Completed over \$20 million in contracts for the FAO, UNDP and UNRWA.

01/2003 – 01/2004

Personal assistant and Office Administrator

Al – Saide Food Products Co.

Dubai, UAE

Import & Exports commodities, Grain and Pulses, Powder Milk and Foodstuff, Agent for various global brands in Turkey, Egypt Lebanon and KSA

Role:

- Organize, manage, and execute initial and follow-up communications, travel, facilities set-up, programs, and programs participants.
- Records minutes.
- Maintain confidential records and files.
- Oversee the management of the GM's calendar and relieves him of managerial detail including, scheduling and rescheduling and prioritizing as needed, managing the organization of the daily agenda.
- Provide supervision, training, instruction; coordinate and prioritize workload; manage conflict and take corrective action when necessary; recommend discipline and make hiring decisions and staff recruitment
- Manage the daily budget and expenses (PT Cash).
- Perform other duties and special projects as assigned or directed.

02/2002 – 01/2003

Personal Assistant and Office Administrator

Eastern Machinery Trading Est.

Amman, Jordan

Supplying Army Tools, Emergency Tools, Extinguish Cars, and Emergence Cars to the Jordanian Army and Jordanian Civil Defense.

Agents of:

IVECO CO. for Civil Defense Cars / Italy

KARCHER CO. for Civil Defense Machines / Germany

1999 – 2002

Executive Secretary, Office Administrator and Inventory Controller

Notional Office for Import & Export Co.

Amman, Jordan

Import & Exports commodities, Pulses and Foodstuff, Agent for various global brands in Turkey, Egypt Lebanon and KSA

Role:

- Systematically and manually warehouse inventory arrangements
 - Purchases and Business deal, Save Files, Administration and correspondences conduct.
-

1998 – 1999

**Executive Secretary
Avis Rent a Car**

Amman, Jordan

1995 – 1997

**Executive Secretary
Al – Yman Ltd. Co.**

Baghdad, Iraq

1993 – 1995

**Executive Secretary
Al – Qa'am Ltd. Co.**

Baghdad, Iraq

Tender Supplies for Iraqi Government

Role: Preparing and arranging contracts for Iraqi government bids

LANGUAGE

Arabic: Native language

English: Fluent

MEMBERSHIP:

Memberships: Iraqi Businessman Union Iraq

ACTIVITIES:

- 2000 Agriculture & Food Fairs & Exhibitions and Conference. Amman, Jordan
- 2001 SOFEX Special Operations Forces Exhibition and Conference Amman, Jordan
- 2008 IDP Iraq Development & Investment Program
19 – 20 April 2008 Investing in Iraq's Industry Summit Dubai, UAE
- 2008 The Reconstruction of Baghdad Summit
5 – 8 June 2008 in the Municipality of Baghdad. Baghdad, Iraq
- 2010 GPCA Fertilizer Convention Conference
17 – 19 September 2010 in Intercontinental, Dubai Festival City - Dubai, UAE
- 2010 – 2011 – 2012 – 2013 – 2014 – 2015 – 2016 GulFood Periodical participation
Dubai, UAE
- 2014 - IDP Iraq Development & Investment Program
19 – 20 April 2014 Investing in Iraq's Industry Summit KL, Malaysia

NOTE: All Information Mentioned above, Have Certificates & Experience