

Hadi Kasam Hamad

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Professional Summary:

Dedicated, highly motivated with strong learning abilities and creativity. Eager to find a position offering long term potential with defined career progression. Extraordinarily passionate about problem-solving and taking a hands-on approach to resolving them. Has experience in managing and leading large-scale projects with teams, focused on helping the organization achieve objectives. A proactive team player and leader in pursuit of carving a path that builds personal capacity and intellect to tackle some of the region's biggest challenges.

Personal Profile:

- DATE OF BIRTH : 17th April 1984
- MARITAL STATUS : MARRIED
- NATIONALITY : SYRIA
- LANGUAGE KNOWN : ENGLISH, ARABIC
- DRIVING LICENSES : UAE 08 / 02 / 2024

Education

| | | | |
|-----------------------------------|----------------------|-----------|------------|
| Graduation in Accounting | Palestine University | 2003-2006 | Associated |
| Degree in Business Administration | | | |

Professional Experience:

Middle East Consolidated International Contracting

Senior Public Relations Officer and Logistics October 2018 – Present.

Logistics skills

- Plan warehouses and distribution centres for efficiency in both operations and capacity
- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary
- Coordinate and track movement of goods through logistic pathways
- Execute logistics plan to move products and packages to reach destinations on schedule
- Review freight rates and other transportation costs to keep working costs low
- Maintains quality throughout the logistic processes
- Directly responsible for operational performance of supply in UAE.
- Responsible of maintaining quality service standards across UAE.
- Making monthly strategic plan broken down into weekly tasks to ensure the achievement of company's overall objectives.
- Managing key account relationships with limo companies and other partners.
- Ensure optimize utilization of supply with minimum spend.
- Work hand in hand with operations manager on special projects.
- Plan, incorporate and execute operational strategies for special projects that are aligned with marketing department/external partners.
- Recruit, on board and train employees.
- Participate and present on Supply Summits held every quarter across the company.

Drake & Scull International PJSC:

Public Relations Officer (PRO)- Nov 2015-Oct 2018: Duties and Responsibility:

- Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Provide all transactions related to the Authorities and follow up
- Schedule staff's visa, medical, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required
- Organize visas for holiday and business related travel for managers as required.
- Responding to staff queries on Visa/ Labor/ Passport related matters.
- Ensure all visa, medical and Labor permits are up to date and arrange timely renewal.
- Assist in all general inquiries concerning Labor and immigration matters.

- Provide documents to Typing center
- Submit documents for Commercial and Trade Licenses business requirements
- Providing Visa Case Study on every visa type individually
- Providing PRO Daily Report to the HR executive to update the recruitment report.
- Submit documents to the Post Office Or Labor office – Visa submission
- Paying Labor Office Fees./ Change Of status Fees / Transfer Visa Fees / Relative Labor Card Fees/ Paying Bank Guarantees
- Advising Medical Tests to the HRA executive to schedule
- Typing and processing Labor Card & Labor Contract applications

Al Jaber Group LLC:

Senior Administrator/ since 2006 April to December 2015

Duties and Responsibility:

- Creates and maintains reports and records, such as, financial reports, applications, reports, administrative and Logistics orders.
- Report directly to Project Manager as well as Chief Financial Officer.
- Maintains arranges and files for easy retrieves, storage or reproduce records, documents and reports.
- Prepares and reviews agenda materials.
- Implement cost reductions.
- Planning and scheduling the delivery of Materials.
- Identifying & delivering operational cost reduction and cost avoidance initiatives.
- Gather information related to key issues by collaborating with various levels of management.
- Process expenditure reports.
- Arranging Equipment's as per project requirement. ➤ Handling Welfare Facilities at site.
- Received and recorded invoices and arranged payments.
- Data entry of cash & purchase registers.
- Maintain petty cash.

Special Skills:

- Sincere, dynamic and hard-working.
- Ability to interact with all kinds of people.
- Administration, Customer Service.

- Counseling, Training, Supervision.
- Have good communication skills in English/Arabic.
- Young, energetic & capable of working under pressure.
- willing to learn and adhere to new policies & procedures.
- Control logistical ➤ Warehousing.
- Process improvement.
- Distribution.
- Commercial negotiation.

Computer Skills:

- MS Word, Excel, PowerPoint
- Data Communication & Computer Networks.
- Proficient in MS Office & Internet Applications

Declaration:

UP To NOW