



# Sherif Mohamed Qabadaya

## RESUME OBJECTIVE

Top-performing administrator with a bachelor degree of business, and 6 years of experience in human resources / payroll, Administrative or Clerical, record keeping, and general office management. Responsible for supporting the HR team in a fast-paced office environment, and assisting them with the day-to-day efficient operation of the HR department.

Presently looking to progress a career by joining an exciting and ambitious company that rewards ability and hard work.

## Experience

**GDE Admin** (Contract)

Amazon

April 2021 – Present

Ibn Battuta Gate Offices, Dubai, UAE

- Maintains geo database by entering new and updated locations and geo information for MENA area.
- Ensure that all records are updated and modified as necessary.
- Searching for locations using Google Maps, 2GIS, Open street and Bing maps.
- Using Amazon Audit book system for cases flow and achieve target in time.
- Frequently attend education seminars improve knowledge and performance level.

**Administrator** (Full time)

Asas Almustaqbal Technical Services

November 2019 – February 2021

Algarhoud, Dubai, UAE

- Managing front desk reception, assisting new and existing clients.
- Maintains departmental files and ensure that all records are updated and modified as necessary.
- Greet customers warmly and ascertain problem or reason for calling.
- Inform customer of deals and promotions.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents.
- Coordinating and managing appointments, meetings.
- Purchasing office supplies, equipment.
- Overseeing the maintenance of office facilities, and equipment.
- Performed administrative and secretarial functions for the Management.

## Personal Info

+971547435365

[sherif.qab@outlook.com](mailto:sherif.qab@outlook.com)

D.O.B: 28/06/1993

Dubai – UAE

Egyptian, Single.

## Education

### **Bachelor of Business Administration (2015)**

Faculty of Marketing and Business Administration – Nahda University  
Beni-Suef City, Egypt.

## Courses

### **ICDL Certificate**

Mar , 2017

Russian Culture Centre Computer Dep.

### **IELTS Certificate**

Feb , 2017

British Council, Egypt

### **Egyptian Banks Simulation**

Mar 2016

Nahda University

## LANGUAGE SKILLS

Bilingual in Arabic and English.

## **COMPUTER SKILLS**

High level of computer literacy, including ability to use Microsoft office programs (Microsoft Word, Excel, Outlook, and PowerPoint).

## **PERSONAL CHARATERISTICS**

- A capable team player who is able to liaise with people at all levels.
- A desire to improve systems and processes.
- Comfortable performing the more routine parts of the job and yet able to deliver and help with more technical areas.
- Able to work under pressure and to deadlines.
- Knowledge Management.
- Ability to multitask and priorities key tasks.
- Good communication and interpersonal skills.

## **REFERENCE**

Available upon requested.

### **HR Administrator** (Full time)

#### **-Orascom Construction Ltd (project 4 code: 442)**

February 2019 – September 2019

New Capital, Cairo Governorate, Egypt

#### **-Orascom Construction Ltd (project: ERC)**

December 2016 to August 2018

Mostorod ,Qalyoubia Governorate, Egypt

- Recording all employee information such as personal data, attendance, compensation, and holidays.
- Editing documents, preparing employment packages, handling benefits information, and processing termination paperwork.
- Responsible for all the HR administrative tasks assigned by the HR Manager (e.g. new hires, vacation and sick leave).
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Being the first point of contact for employees on any HR related queries.
- Complete, verify, and process forms and documentation such as manpower reports for administration department, the construction manager, and the planning sector.
- provide direct support to executives by scheduling meetings and appointments.

### **Administrator** (Full time)

#### **Screen Technology (Printing)**

October 2015 – October 2016

DuqqI, Giza Governorate, Egypt

- Managing front desk reception, assisting new and existing clients.
- Collect, receive and reconcile invoices, receipts and other documentation.
- Greet customers warmly and ascertain problem or reason for calling.
- Inform customer of deals and promotions.
- Maintains departmental files and ensure that all records are updated and modified as necessary.
- Handling the cash counter, reconcile and ensure daily cash deposits.
- Answering incoming calls; taking messages and re-directing calls as required.
- Helped with data entry and filing records.
- Create and update records and databases with personnel, financial and other data.
- Making sure that information is quick and easy to locate.
- Ordering and maintaining office stationery and equipment.
- Managing electronic and printed files.