



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

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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.