

ZINEB MEZIANE

ASSISTANT MANAGER ADMINISTRATIVE SECRETARY

CONTACT

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- Abu Dhabi, United Arab Emirates.

OBJECTIVE

Assistant Manager seeking a full-time Management position with a dynamic, diverse company that will employ my knowledge, experience, and leadership abilities, affording me the opportunity to contribute to the overall success of the organization. A mature decision-maker who communicates effectively and performs positively in stressful situations. Exceptional follow-through abilities and detail oriented, able to plan and oversee projects from concept to end state.

EXPERIENCE

Oct 2023 – Current

- **THE GARDENIAN FOR GARDENS SERVICES L.L.C, Abu Dhabi - United Arab Emirates.**
Payroll Officer.

Duties:

- Coordinating schedules and Managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.
- Checking Customer requirements while the Product is being Tried & Responding to any further Requests, in addition to Promoting Complementary.
- Answering questions about compensation, benefits, taxes & insurance deductions.
- Keeping records of progress, budgets, timescales, and keeping clients/colleagues up to date with these.
- Preparing employees' compensation by the end of each month using payroll software.
- Distributing payment statements, gathering signed receipts (digital or paper) and Reporting on payroll expenses

*Sep 2019 - Aug
2023*

- **One Click Typing Center, Abu Dhabi - United Arab Emirates.**
Office Manager.

Duties:

- Organizing meetings, managing databases, booking transport & accommodation.
- Ordering stationery, IT equipment & Organizing company events and conferences and dealing with correspondence, complaints and queries.
- Supervising, Monitoring the work of administrative staff & Processing invoices and managing office budgets.
- Assisting the organization's HR and finance functions by keeping personnel records up to date, arranging interviews and updating financial documents.
- Organizing induction programs for new employees, ensuring that health and safety policies are up to date.

*June 2014 - Aug
2019*

- **Zelan Holdings, Abu Dhabi - United Arab Emirates.**
Assistant Manager.

Duties:

- Assisting in planning, organizing construction projects from start to finish & helping prepare project schedules and budgets.
- Communicating with stakeholders including clients, contractors, and other team members throughout the construction process.
- Managing project documentation and maintaining accurate records.

- Monitoring labor, building material, and equipment budgets and curbing unnecessary expenses

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- Ensuring that construction industry safety regulations are followed.
- Preparing work schedules and sequencing on site tasks.

◦ **Kouba Court Of First Instance, Algiers - Algeria.**

Court Secretary.

Duties:

- Greeting, directing calls in person & over the phone; opening, sorts, & Distributing mail; handling confidential information which has not yet been made public.
- Establishing, maintaining office files and records; maintains statistical information; orders supplies, books, and equipment; maintains inventory of office supplies.
- Scheduling, coordinating meetings & Appointments for staff; coordinates Judges lunches, dinners, and special meetings; arranges special events and functions.
- Preparing memoranda, reports, forms, legal documents, opinions, decisions, rulings, jury...etc.
- Updating and maintaining various lists, documents, and schedules; gathering and compiling information for various reports.

EDUCATION

2011

◦ **The University of Blida 1 Saad Dahlab, Blida - Algeria.**

- Master's Degree in " International Law ".

SKILLS

- Excellent leadership and Communication skills.
- Ability to work in a team Environment.
- Computer skills Word, MS Office, Excel, PowerPoint & Outlook ...etc.
- Strong attention to detail and problem-solving skills.
- Initiative, Negotiation and Relationship-building skills.
- Ability to Multi-task, Prioritize & Manage time Effectively.
- BSc in Accounting, Human Resources.
- Ability to handle confidential information.
- Good knowledge of labor legislation & Ability to handle confidential information.

LANGUAGE

- Arabic (Mother Tongue).
- English (Excellent).
- French (Excellent).

INTERESTS

- Sport.
- Reading.
- Traveling.
- Writing.

PERSONAL DETAILS

- Date of Birth: 07/05/1988.
- Marital Status: Married.
- Nationality: Algerian.
- Driving License: Light Vehicle UAE Issue.
- Visa Status: Family Visa.