



SULAIMAN ALRASHED

■ Dubai ■ 0543631408 ■ sulaiman1987s@gmail.com ■

PROFESSIONAL SUMMARY

For experience in the field of information, technology and management to achieve excellence in this sector and contribute to the well-being of systems security as well as the administrative development of companies and society.

WORK HISTORY

BUSINESS OPERATION MANAGER

04/2021 to Current

Al Sarh SCC technical service LLC , Dubai, UAE

- Direct communication with the owner and manager of the company to make recommendations.
- Management of administrative matters related to all the company's business.
- Make a table of the real cost of any project and get the best price for the project.
- Communicate directly with the engineers or managers of the purchasing department or the corporate head office to finalize contracts.
- Review all contracts of each company and discuss the contract in detail with stakeholders
- Coordinating the human resources department in terms of workflow mechanism, worker training problems, and all documents related to visa, identity, insurance, and approval of reports. Approval of the decision to appoint new employees.
- Review and approve all incoming and outgoing operational invoices.
- Make daily, weekly and annual work plans plan and analyze business and results.
- Management of miscellaneous expenses of the company
- Full supervision of accounting operations, incoming and outgoing invoices, and giving approvals and rejections
- Full follow-up of marketers' daily and weekly plans
- Follow-up of the payments related to companies through the collection officer, direct follow-up

OPERATION MANAGER

08/2018 to 04/2021

AL BATRA ELECTRICAL & SANITARY CONTRACTING LLC, Bur Dubai, Dubai

- Managing administrative matters related to operations management.
- Direct communication with engineers and site supervisors regarding the work mechanism.
- Discussing the appropriate price for any project with specialists.

- Communicate directly with the engineers or the main office of the company in case of problems in the sites.
- To put forward new ideas for the development of the company and the development of work.
- Human resources management in terms of workflow mechanism, employee training problems and all documents related to visa, identity, insurance and approving reports.
- Approval of the decision to hire new employees.
- Submit the daily report to the General Manager and follow up on the tasks assigned to me.
- Contribute with operations information and recommendations to strategic plans and reviews. Preparing and completing action plans.
- Analysis of operating room workflow, personnel requirements and equipment planning apply changes.
- Analyze staff levels and determine wages and hours.

IT & CENTRAL ONLINE EXAM

03/2015 to 01/2018

Pune, India

- Supervising the examination hall and monitoring students.
- Ensure that computers and the Internet are working adequately
- Dealing with any incident that occurs as soon as possible
- Full supervision of the emails and paperwork.
- Direct communication with students and explaining the advantages of the center
- Coordinating the center's daily work schedule, preparing examination schedule, and addressing stakeholders
- Office management in terms of the obligations of the office and the company
- Providing communication with abroad, especially America, for direct communication with the time of exams & book the exam date
- Solve problems with computers and devices such as printers and others

SKILL

- Able to perform repetitive administrative tasks.
- Full computer skills
- High efficiency in the use of Microsoft Outlook, Excel, and Word.
- Strong communication skills, both orally and in writing.
- Communicate clearly with co-workers using emails, etc.
- Dealing with petty cash, floats, and expenses.
- Provide accurate management of all paperwork that is generated at the office level.
- Strong arithmetic skills.
- Knowledge of any payroll, HR, and personnel-related. Extra skills
- CCNA MCSE 2012 router and keys
- Windows XP, 8, 10, Linux Red Hat networks
- Concepts of local area network, routing, and switching
- TCP/IP network protocols, sub-leasing, and technical skill platforms
- Windows 2000 Server
- Windows Server 2003, Windows Server 20012
- Network management tools, Microsoft, Excel, Word, PowerPoint
- SQL, HTML, CSS, Java, Oracle

EDUCATION

PHD: Business management & Administration

Dr Babasaheb UNIVERSITY - India , INDIA

Business crisis and disaster,

Master of business administration

UNIVERSITY OF PUNE - INDIA

Bachelor of Science: IT ,information technology

UNIVERSITY OF PUNE - INDIA

ONLINE CERTIFICATE CERTIFICATE OF FINICAL PLANNING

ICICI Bank - INDIA

CERTIFICATE IN CCNA CISCO FROM CISCO Achievement

Languages :

Arabic (mother tongue)

English (fluent)

Hindi (speaking only)

ADDITIONAL INFORMATION

Birth Date:17 FEB 1987

Gender: Male

Nationality: SYRAIN

Visa Status: Residency Visa

Marital Status: Married

Address:,Dubai

Driving License: yes