



Saeed Subhi Alaryan

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ADMINISTRATIVE & LEGAL OFFICER WITH EXTENSIVE EXPERIENCE IN HR, CONTRACTS, PROCUREMENTS & OFFICE MANAGEMENT

SNAPSHOT: Decisive, responsible, results-oriented professional with a background of 17 years' experience in administration, law, strategic planning, and procurements. Highly knowledgeable in all facets of legal & administrative matters. Record of accomplishment highlights proven abilities in solving legal and administrative problems.

Competitive in nature, quick to learn and adept in completing multiple concurrent tasks. Dynamic individual with strong training, supervisory, mentoring, and motivational abilities. Exhibits outstanding communication, organization, follow through and problem solving skills.

Functional Skills include:

- Drafting & Editing Contracts
- Preparing Reports
- Human Resources
- Excellent communication skills
- Very strong office management
- Solid technician timings

Areas of Expertise

- ☑ **Contracts:** Handling the process of preparing various types of contracts with better equal terms to increase benefit & profitability. Utilizing the legal information and implementing rules of each contract to develop the outputs of its own.
- ☑ **Business Development:** Building and maintaining healthy business relations with major clientele of the organization, and ensuring maximum satisfaction by achieving performance parameters delivery & quality norms.
- ☑ **HR Management:** Checking & reordering each data of the employees and maintaining optimum levels in the terms of reference regarding to their job contracts. Participate in the formation and managing the selection panels for potential employees. Proceed social insurance registration for the concerned employees. Participate in setting & approving the policy of salaries and wages for the staff in the organization in addition to the penalties and rewards resulting from each employee, and potential leaves under the laws in force.
- ☑ **Procurements:** Proceeding procurement process from A to Z with best outcomes for the organization and that includes the arranging for purchase orders after managing as & when inventory levels reach reorder levels. Ensuring right Stock Mix and Gap analysis for Inventory. Entrusted with the responsibilities of Stock Management, Inventory Monitoring & Co-ordinating Project teams for renovation and modification. Undertaking necessary actions to accelerate procurements & have stock ageing under acceptable levels. Managing stock levels and ensuring optimum stock control in all stores of the organization.

Career Scan

1st Oct 2017 – Jun 2020: Administrative & Legal Officer
Tatweer LLC , Damascus – Syrian Arab Republic

Role:

- Proceed legal & administrative facilities related to company's office such like renewing commercial certificates, completion of tax transactions, conclusion of various insurance agreements, renewing lease contracts for the company's premises, and issuing any other official license documents when needed.
- Draft and review service IT agreements for the Co. and provide legal support assistance for legal department.
- Write business letters, reports or office memorandum.
- Establish and maintain filing systems as appropriate in agreement with line manage.
- Coordinate with finance department in all matters pertaining to settle payments against prospective suppliers & vendors.
- Conclusion of employment and service agreements with potential employees and register them at social insurance.

1st Mar 2011 to Sep 2017: Administrative & Legal Officer
International Turnkey Systems (A leading IT Company in GCC & Middle East and member of Kuwaiti Fund for Finance), Damascus, Syrian Arab Republic

Role:

- Proceed legal & administrative facilities which related to company's office such like renewing commercial certificate, paying tax, social insurance charge, renewing lease contract for Co. premises, and issuing any other license documents when needed.
- Draft and review service IT agreements for the Co. and provide legal support assistance for legal department.
- Process HR & personnel issues in coordination with HR department such like formulating job contracts, payroll schedules, designation & resignation...etc
- Write business letters, reports or office memorandum.
- Establishing and maintaining filing systems as appropriate in agreement with line manage.
- Handling petty cash system of the office.
- Run the purchase order system.
- To obtain quotes for goods and services, including travel in accordance with financial procedures.
- Coordinate with finance department in all matters pertaining to settle payments against prospective suppliers & vendors.
- Follow – up safety matters of the office, and do the necessary procedures on this regard.
- Taking care of general issues of the office such like utilities, services, landline, internet...etc.
- Follow – up health insurance matters of the employees and coordinate with insurance providers pertaining to this issues.

20th Nov 2007 to Dec 2010: Administrative & Finance Officer
United Nations Development Program, Damascus – Syrian Arab Republic

Role:

- Maintains general office files and keeps information and reference in a manner that allows easy retrieval.
- Prepares correspondence and office documents as required, log incoming/outgoing correspondence.
- Assists in assembling briefing material, documentation and correspondence for the use in official meetings or missions
- Maintains and update project budget (assist in the preparation of budget revisions)
- Monitors Program expenditures, prepares and Maintains necessary financial control reports.
- Maintains appropriate inventory records of office material and equipment and prepares the corresponding reports.
- Prepares and follows-up on payments and other expenses.

20th Jun 2004 to Jul 2007: Commercial Assistant Manager
United Joint Stock Co. for Petrochemicals Industries, Damascus – Syrian Arab Republic

Role:

- Process and manage procurement orders for the Co. as well as prepare supplies payment orders.
- Maintain logistic registry for the imported/exported materials, follow-up banking matters.
- Maintain and update accurate records for the storage materials.

1st Jun 2001 to May 2004: Administrative Assistant
Pharmacy – 1 Group, Amman – Jordan

Role:

- Process and manage procurement orders for local pharmaceutical products
- Prepare expenses and supplies payment orders.
- Maintain and update warehouse/Storage records.

15th July 1996 to Jul 1998: Operation Coordinator
Aramex Express Courier, Damascus – Syrian Arab Republic

Role:

- To ensure all pick mail are performed on time to meet committed service standards, and the documentation is correct.
- To ensure timely and accurate communication of information which affects service quality.
- To manage and control costs whilst ensuring that operational service standards are continuously met in order to achieve budgets.
- To ensure costs are regularly reviewed against agreed budget targets.

Personal Dossier

Date of Birth : 13th of Sep 1975
Nationality : Jordanian
Marital Status : Married
Academic Qualification : Bachelor Degree at Law (GPA 60 out of 100)
Languages : English, Arabic, French
References : Available on Request
Driving License : Available
Special Skills : Proficient in Microsoft Office (hold ICDL certificate)
Internet application
Bookkeeping
Course in HR Management
Advanced level in English language to obtain IELTS certificate.

Volunteering Activities:

Participated in variety activities with Syrian Arab Red Crescent as a member of anti-disasters team, and legal support team. Also being a member at Syrian Environment Association.

Dear Sir/ Madam,

It is truly a privilege to be a part of an organization that develops work potential from their employees.

Through my progressive experience in Law, HR, Logistics, and Procurements. I have developed the skills of a highly qualified administrative person.

Please read through my attached resume to give you a brief background of my professional experiences.

I look forward to seeing you for a personal interview.

Thanking you,

Saeed Subhi Alaryan