

# Mohammad Ahmad El Hajj

## Business Development

### SUMMARY

Highly organized Senior Administrative with over 10 years of hands-on experience in providing administrative and Human resource support in a high-volume office environment, Experienced in Saudi Arabia and Lebanon administrative environment and exceptionally proficient in managing the day to day scheduling and calendar management duties, with a special focus on timely follow-up. Works efficiently with all levels of management and line staff. Currently, seeking for a new opportunity to enhance my skills and enrich my experience with high-level achievements in a reputable organization which will offer further progress and reward in management and human resources sector.

### CORE COMPETENCIES

#### Administration & HR

- Excellent sales and marketing skills
- Controlling manpower and offices maintenance
- Policies & Procedures Manuals
- Payroll and Confidential Records Management
- Office Management, Reports, Document Management, Spreadsheet, Database Management, Travel Management (Domestic & Intl.)
- Accounts Payable & Budget Management
- Vendor Negotiation, Meeting arrangement, event Planning,

#### Management

- Solid judgment and ability to resolve conflicts
- Operate effectively in stressful situations with strong Ability to multi-task
- Qualified to organize and evaluate office production and procedures and create processes to manage workflow

#### Other Key Competencies

- Proficient in Microsoft Word, Excel, PowerPoint, Microsoft Project, MS Outlook, ERP (ORACL)
- Languages: Good Speaking, Reading and Writing of English/French – Arabic (Native Speaker)
- Acquired Certificates in
  - NLP
  - ART OF DECISION
  - SKILLS OF ADMINISTRATIVE ASSISTANT
  - CONTROLLING ANGER BEFORE IT CONTROLS YOU
  - BUSINESS LEADERSHIP-MANAGEMENT MATERIAL
  - RISK MANAGEMENT
  - BUILDING BETTER TEAMS

- STRESS MANAGEMENT
- EFFECTIVE PLANNING & SCHEDULING
- LEADERSHIP SKILLS FOR SUPERVISOR
- CHANGE MANAGEMENT
- BUSINESS ETHICS
- CONFLICT RESOLUTION
- OFFICE MANAGEMENT

## EDUCATION BACKGROUND

- 2007-2010 Bachelor degree in Business Administration at al Jinan university / GPA (80/100) (Tripoli- Lebanon),
- 2005-2006 High school socio-economic certifications at Rawdat Al Fayhaa Secondary School (Tripoli- Lebanon)

## WORK EXPERIENCE

**National Center for Social Security | Mina, Tripoli – Lebanon**

**Oct 2016– Present**

*Administrator*

- Disease and maternity
- Family compensation
- Accounting



**SAUDI OGER LTD | Kingdom of Saudi Arabia (Al Khobar- Al Riyadh)**

**Nov 2010 – Jun 2016**

*HR Coordinator / Assistant HR Service Manager*

**HR Representative and Administration responsible for the following Projects:**

- King Abdul Aziz Center For World Culture – SAUDI ARAMCO
- Royal commission hospital- ROYAL COMMISSION
- Al Jubail Marafiq Project for water Treatment - MARAFIQ
- Maintenance of Al Jubail city project- ROYAL COMMISSION



**HR Coordinator - Assistant HR Service Manager / Head office (Eastern Region)**

- Assisting the HR service manager to make and implement the new organization chart for the region, company policies and labor law.
- Arranging the new hired employees papers (contracts, medical cards, resident cards and Project Id cards).
- Preparing payroll, employees vacations, end of service vouchers and documents process, controlling resident card "Issuing and renewing".
- Monitoring contract's expiration date, supervising timekeepers.
- Coordinating with all supervisors and managers on the sites for the annual Evaluations, probationary evaluations, and manpower, and payroll, annual and monthly meetings.
- Assigned and tracked safety training for 1300 employees ensuring everyone was compliant with safety training required for manufacturing employees.
- Controlling the monthly movement staff with monthly quarterly and annual statistic reports.
- Follow up and Implement labor law on all Region projects

**AL DANOUN FOUNDATION GENERAL TRADING | Tripoli Lebanon**  
*Admin Manager*

**Aug 2008 – Oct 2010**

**SMART ACCOUNTING OFFICE - Tripoli- Lebanon**  
*Trainee Accountant*

**Mar, 2010 – Jul, 2010**

**RAED MORHABI ACCOUNTING OFFICE - Tripoli- Lebanon**  
*Trainee Accountant*

**Mar, 2009 - Aug, 2009**

#### **PERSONNAL INFO**

- **Nationality: Lebanese**
- **Date of Birthday: 23/6/1988**
- **Marital Status: Married**
- **Current Location : Tripoli, Lebanon**
- **Ready to move: On demand**
- **Mobile: +961-71 847 336**
- **Email: mha.elhajj@hotmail.com**