

HADY GEORGES SABER

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Objective

Seeking a challenging position within a well reputed organization, that allows me to apply my skills and abilities for professional growth and development, while making a valuable contribution to your company.

Professional experience

BLOM BANK– BEIRUT – LEBANON

Administration Support & Follow-Up Coordinator

January 2017 - Present

Administration Division- Administration Support & Follow-Up Unit

- In charge of all requests coming from branches and departments and follow up on them to make sure they are met in a timely manner
- Forwarding the requests to the designated units to proceed
- In direct contact with the Head of Administration Division
- In charge of the relocation and renovation of all branches and departments from A to Z
- Coordinating with the bank's engineers, IT and Strategic Planning Operations (SPO department) on the branches and departments' relocation and renovation
- Make sure the needed supplies for the bank's exhibition and conferences (chairs, tables, photocopier machines, coffee machines, posters, brochures, etc.) are prepared, sent on time to the venue and brought back to the bank
- In charge of all the bank's assets located in the warehouse, prepare the list of assets to be disposed of and oversee the disposal process
- Oversee the bank's annual physical assets inventory in coordination with the procurement department
- Handle calls from buyers wishing to be informed of about the bank's acquired lots
- Perform periodic site visits to branches and departments to ensure compliance with the different bank policies (premises cleaning, waste segregation, Clear desk policy)
- Oversee the scrap selling process by getting offers then delivering the scrap to buyers
- In charge of the communication with the pest control company and ensure visits as per contract
- In charge of the communication with the security company that deploys security guards in all the branches and the head office

- In charge of the communication with the cleaning company that deploys cleaning ladies in all the branches and the head office
- Receiving jobs from the Head of Administration Division about security cases and control all problems in the branches
- Coordinate with suppliers regarding the replacement of security guards and cleaning attendants
- Follow up on all securities in all Head Offices buildings/branches
- Follow up on cleaning team in all Head Offices buildings/branches
- Handle all the customers problems that come to the Head Office and report them to the Head of Administration Division
- In charge of granting all the access cards to the authorized personnel, giving them access to the parking premises and managing the parking spaces in all the branches and the Head Offices
- In charge of handling the exceptional procedures of the Corona pandemic, and follow up on all the health details of the branches and departments
- In charge of the CCTV and recordings of all branches and departments and coordinate with the Lebanese internal security

Trainings and Certifications in:

- Fraud regulations
- Red Cross
- Fire fighting

Senior Administrator Follow-Up Unit

November 2015 -December 2016

- In charge of following up on all the requests coming from all branches and departments
- Coordinating with the maintenance, procurement, and mail departments on all requests
- Coordinating with the warehouse on all requests
- Making sure all requests are executed within the time lapse

Assistant Administrative coordinator

January 2013 –October 2015

- In charge of uploading and deleting all clients' signatures coming from all branches in Lebanon on the bank's system
- In charge of uploading and deleting all clients' signatures coming from Jordan's branch on the bank's system

Administrator in the Administration department

October 2010 – December 2012

- Monitoring the electricity input and output in all branches
- In charge of supervising the generators/UPS of all branches

Assistant head section in the Mail department

October 2008 – September 2010

- Sending and receiving daily mails coming from all branches and department

- Sending and receiving mails coming from outside Lebanon via DHL and Aramex
- Organizing the routing of mails delivery between the head office and all the branches

FAST BOLLORE LOGISTICS - BEIRUT – LEBANON

February 2008 – September 2008

Analyst

- In charge of all the Import/Export files
- In charge of uploading Import/Export files on the company's database
- In charge of creating accounts for new clients

LG – BROUMANA - LEBANON

August 2007 – January 2008

Head of warehouse

- In charge of the company's warehouse in Broumana
- Responsible for dispatching products to the retail points
- Responsible for receiving products from the retail points

Key assets & skills

- Strong organizational skills and administration techniques
- Management and team leadership skills; comfortable in directing, delegating, and project planning
- Good communication and interpersonal skills
- Good eye for details
- Ability to multi-task and complete duties methodically while respecting tight deadlines
- Proactive and self-starter when managing a project
- Ability to work with multi-cultural and multi-national teams with diversified backgrounds
- High personal standards and code of ethics
- Proficient in Microsoft Office (Word, Excel, Power Point), Internet Tools
- Fluent in Arabic, English and French

Education

Bachelor in “**English Literature**”

July 2009

Arab Open University, Beirut, Lebanon

Baccalaureate Degree in “**Sociology and Economics**”

June 2005

Beit Mery High School, Lebanon

Interests

Starter in Blom Bank's Basket Ball team - Motorcycle rider - Traveling

References are Available on Request