



Mohammad Charabati

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DATE&PLACE OF BIRTH: 21 APRIL, 1988 - LEBANON

Personal statement

A successful, highly motivated Administration Manager & with more than 14 years of experience. Extensive experience in Construction, Consultancy, Industrial, Facility Managements and Oil & Gas.

Widely experienced in leading and motivating multi-disciplined workforce with diverse national, lingual and cultural background on a wide range of projects.

Flexible, open minded, a natural team player with excellent communication skills at all levels, with a proven ability to work under extreme pressure in any situation.

Work history

ADMINISTRATION MANAGER FROM MARCH 2020 - PRESENT

CENSUS INTERNATIONAL (MANAZEL GROUP) - ABU DHABI

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments

SENIOR ADMINISTRATION & LOGISTIC OFFICER
FROM NOV, 2015 TO FEB, 2020
TORNADO GROUP - UNITED ARAB EMIRATES

- Compose type, format, proofread, edit and organize documents, reports, specifications and correspondence.
- Applying and Obtaining Projects Permitting with coordinating with VIP & Government People.
- Create and maintain paper and electronic files.
- Assist with developing project guides, and provide information and support for project reviews.
- Apply company quality assurance guidelines and procedures for project document management.
- Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Supporting the development and implementation of HR initiatives and systems.
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements.
- Assist in performance management processes.
- Coordinate logistics activities related to procurement.
- Ensure accountable, timely and cost-effective release and delivery of Materials to all projects.
- Prepare, organize and assist with contracts and sub-contracts.
- Monitoring and resolving all labour camps issues
- Work closely with multiple Project Managers and project teams.
- Prepare project invoices as needed.
- Prepare and follow up Material Request, LPO, DN and payments request.

SENIOR ADMINISTRATION OFFICER
FROM APRIL, 2013 TO NOV, 2015

EWAN&ALAIN ENGINEERING CONSULTANCY - UNITED ARAB EMIRATES

- Review Contractor Payments & Prepare the Consulting Payments for all Projects.
- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Provide advice on procedures of issue and methods in accessing the system.

- Managing and maintaining ACONEX Document Control / Project Management System.
- Ensuring all documents are up to date as possible within electronic filing.

DOCUMENT CONTROLLER & ADMINISTRATOR (HO)

FROM MARCH, 2011 TO MARCH, 2013

ALTORATH CONSULTING ENGINEERS - UNITED ARAB EMIRATES

- Managing filing systems.
- Managing and maintaining ACONEX Document Control / Project Management System.
- Developing and implementing new administrative systems, such as record management.
- Organizing the office layout and maintaining supplies of stationery and equipment.
- Maintaining the condition of the office and arranging for necessary repairs.
- Organizing and chairing meetings with our staff - in lower paid roles this may include typing the agenda and taking minutes.
- Overseeing the recruitment of new staff, sometimes including training and induction.
- Delegating work to staff and managing their workload and output.
- Writing reports for senior management and delivering presentations.

DOCUMENT CONTROLLER & ADMINISTRATOR (HO)

FROM JULY, 2007 TO MARCH, 2011

GULF PRECAST CONCRETE CO. L.L.C - UNITED ARAB EMIRATES

- Made a Procedure of Document Management (Control of Documents-Document
- Control Requirements-forms-Numbering and References System).
- Produce Management Report.
- Co-ordination with Client and Our Factories about Receiving Document.
- Organizing and conducting Archiving.
- Deliverables Tracking Transmittal Processing.
- Control of all Incoming and Outgoing Documents.

ACONEX (DOCUMENT / PROJECT MANAGEMENT SYSTEM) :

Middle East ACONEX Server) and (Al-DAR ACONEX Server) Company Organization Admin (Head Office/All Projects):-

- ACONEX Projects [Dubai Pearl, Abu Dhabi Financial Centre, SAADIYAT Al MANARA, PALAZZO VERSACE & D1 TOWER, ZAYED University Project and YAS Island (YAS-E17 IKEA) (Management Zone) (AL-FALAH Community Project 2040 Villas and Boundary Walls)].

- Invite the users to the Projects (Managers and Employee).
- Making New ACONEX Users.
- Register all the Documents.
- Fully Tracked Correspondence Management.
- Process and Document Approval workflows.

Education

- **Ascencia business school, College De Paris (Ongoing)**

Master Degree in Business Administration (MBA)

- **AL GHURAIR UNIVERSITY: 2013**

International Business Administration

- **ALISON GRADUATION: 2011**

Diploma in Business Management & Entrepreneurship

- **SIBLIN TRAINING COLLAGE (LEBANON): 2004-2006**

Diploma in Office Equipment's and Computer Maintenance

Certificates

- Lead Auditor / Quality Management System (IRCA-UK) - 2018.
- International Computer Driving License (ICDL) - 2006.
- Microsoft Access - 2010 - Sara Institute / Abu Dhabi.
- Certificate in Fundamentals of Corporate Management Course - 2011 Alison Graduation.
- Certificate in Touch Typing Skills Test Preparation Course - 2011 Alison Graduation.

Skills

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|-------------------------------------|---------------------------------------|
| • Good mental maths skills | • Persistence and high energy |
| • Clear verbal communication | • Good sales skills |
| • Excellent customer service skills | • Very well presented |
| • The ability to resolve complaints | • Friendly and professional |
| • Effective teamwork | • Good memory and attention to detail |

Interests

Reading - Swimming - Boxing.

References

References are available upon request.