

# SAEED MOHAMMED ABD EL-MOATAMED HUSSEIN

**Riyadh, Saudi Arabia** (Ready to relocate)

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**Visa Status:** Construction Worker Visa – Expires on 23/08/1448)

## SUMMARY

An experienced **Administrative Coordinator** with a strong background in managing office operations and coordinating activities across various departments, including handling office correspondence, scheduling meetings, and organizing financial and administrative documents. Responsible for liaising with HR and procurement teams, supporting both internal and external audits, and overseeing employee onboarding, including employment contracts, medical tests, and training. Experienced in managing employee attendance, salaries, overtime, vacations, and travel arrangements, as well as coordinating with contractors for official work contracts. Additionally, responsible for ensuring the availability of essential facilities at project sites such as electricity and water. On the accounting side, I assist in managing the general ledger, preparing journal entries, and month-end closing activities. I monitor cash flow, payments, and bank transactions to ensure financial accuracy and support VAT compliance. Proficient in using ERP systems like Odoo for recording financial transactions, tracking invoices, and managing expenses.

## WORK EXPERIENCE

### **ADMINISTRATIVE COORDINATOR, AL-SALAM COMPANY FOR CONTRACTING & GENERAL SUPPLYING (06/2024 - PRESENT)**

- Managed office correspondence including emails and official letters.
- Scheduled and coordinated meetings between finance and other departments.
- Maintained organized filing systems for financial and administrative documents.
- Coordinated with procurement and HR teams for document submission and approvals.
- Provided administrative support for audits and compliance checks.
- Receive newly joined employees and arrange all onboarding procedures for them such as employment contracts, required medical tests, file numbers, bank account, and so on until they receive their duties at the site.
- Manage employees' attendance, salaries, overtime, monthly incentives, internal/external vacations, clearance, sick leaves/work injuries, and terminations.
- Make travel arrangements for field employees including flight tickets and ground transportation so for VIP and site visitors when required.
- Co-ordinate with hired contractors to make official work contracts with the company to be able to work inside the site in addition to, their paid invoices.
- Handle project vehicles' maintenance, shifting, and accidents if any.
- Manage petty cash requests for purchase Reqs.
- Mobilization & demobilization of manpower, assets, materials, vehicles, and equipment among company projects
- Control and verify all bills related to vehicles, accommodation, services.... etc.
- Provide an administrative link between the project and the head office.
- Responsible for providing the site with facilities, for example electricity, water, security, cleaners, telecommunications, and so on
- Arrange all required permits from client to staff/non-staff teamwork.
- Follow-up project invoices

### **PROJECT COORDINATOR, POWER TEL COMPANY, CAIRO, EGYPT (07/2021 - 04/2022)**

- Managed correspondence with telecom companies regarding site access and maintenance requests.

- Coordinated with telecom providers for site inspections and issue reporting.
- Prepared and organized documents and reports using Microsoft Word and Excel.
- Managed records of site approvals, communication logs, and task status updates.
- Ensured timely response to issues and client requests, minimizing delays.

## EDUCATION

- Bachelor of Commerce (Accounting Department), Tanta University, Tanta, Egypt (09/2019 - 07/2022)

## SKILLS

- Office Operations Management
- Detail-oriented, Analytical, Dependable, Adaptable, Able to work under
- Employee Onboarding & HR Coordination
- Financial Reporting & General Ledger Management
- Financial Statements, Bookkeeping, AP/AR, Bank Reconciliation, VAT Filing
- Treasury & Cash Management
- Expense Monitoring & Cash Flow Reporting
- VAT Preparation & Compliance
- Travel & Logistics Coordination
- ERP Systems (Odoo, Accounting, Invoices, Expenses)
- Document Management & Filing Systems
- Internal & External Audit Support
- Vendor & Contractor Management
- Team Collaboration & Cross-department Coordination
- Advanced Excel (PivotTables, XLOOKUP, SUMIFS)
- Microsoft (outlook, word, PowerPoint)

## LANGUAGES

- Arabic: Native
- English: Intermediate (B1) – Good command in reporting and communication

## CERTIFICATIONS

- Professional Financial Accountant Diploma (P.F.A.D) – 2025
- Accounting Excel – 2025
- ERP Systems Training (Odoo & QuickBooks, Qoyod, Wafeq) – 2025
- Professional Accountant Diploma – C.G.A.A – 2023