

ISLAM AHMED TAHA

ADMINISTRATION | HR ASSISTANT | DATA ENTRY | TIMEKEEPER

Riyadh, Saudi Arabia (Valid Iqama) / islam.taha90@gmail.com
+966 566705646 / Nationality: Egyptian / Driving License: Available

SUMMARY

Administrative and HR support professional with **12 years of experience in Saudi Arabia**, covering Administration, HR Assistance, Data Entry, and Timekeeping roles. Expertise in employee records, attendance tracking, payroll support, document control, and office coordination. Highly organized, trustworthy, and efficient, with strong communication skills and the ability to support management and site teams in achieving smooth operations.

EDUCATION

Bachelor of Law

Mansoura University – Egypt

PROJECTS SUMMARY

Advance Construction Power Co. – KSA

ADMINISTRATION | HR ASSISTANT | DATA ENTRY | TIMEKEEPER | Amalla Staff Village – Zones 5 & 3

Client: Amalla | PMC: Parsons | Duration: Dec 2024 – Present

Advance Construction Power Co. – KSA

ADMINISTRATION | HR ASSISTANT | DATA ENTRY | TIMEKEEPER | King Faisal Air Academy

Client: KFA | PMC: Dar-Riyadh | Duration: Dec 2023 – Dec 2024

Abdullah Sulaiman Almashat Company – Riyadh | KSA

SALES ADMINISTRATION

Duration: August 2018 – Feb 2023

Special Gift House Company – Jeddah | KSA

SALES ADMINISTRATION

Duration: July 2015 – June 2018

Alf-Noon for Modern Kitchen Company – Jeddah | KSA

Assistant HR

Duration: August 2013 – June 2015

Administration – Key Responsibilities

- Manage daily office operations and administrative activities
- Prepare, distribute, and file official correspondence and documents
- Maintain organized records (hard copy and electronic filing systems)
- Coordinate meetings, appointments, and office schedules
- Support management with reports, presentations, and documentation
- Liaise with internal departments and external stakeholders
- Ensure compliance with company policies and administrative procedures

HR Assistant – Key Responsibilities

- Maintain employee personal files and HR documentation
- Assist in employee onboarding, orientation, and offboarding processes
- Track employee attendance, leaves, and absences
- Coordinate with PRO for visas, iqama, medicals, and government requirements

- Support payroll by providing accurate attendance and leaving data
- Assist HR Manager in implementing company HR policies
- Handle employee queries while maintaining confidentiality

Data Entry – Key Responsibilities

- Enter, update, and maintain accurate data in company systems and databases
- Prepare daily, weekly, and monthly data reports
- Verify data accuracy and correct inconsistencies
- Maintain confidentiality of company and employee information
- Organize and archive digital and physical records
- Support departments by providing timely and accurate data
- Use MS Excel and internal software for data management

Timekeeper – Key Responsibilities

- Record daily attendance of manpower at site and office
- Prepare time sheets, overtime records, and shift schedules
- Coordinate with site supervisors to verify attendance data
- Monitor absenteeism, late arrivals, and early departures
- Prepare attendance reports for payroll processing
- Maintain accurate manpower deployment records
- Ensure compliance with labor and company attendance policies

Sale Supervisor – Key Responsibilities

- Supervise and guide sales team to achieve sales targets
- Monitor daily sales activities and team performance
- Develop sales plans and strategies to increase revenue
- Coordinate with management on pricing, promotions, and forecasts
- Maintain strong relationships with clients and key accounts
- Prepare sales reports and market analysis
- Ensure high customer satisfaction and after-sales support

Core Competencies

- Office Administration & Coordination
- HR Operations & Employee Records Management
- Attendance, Timekeeping & Manpower Control
- Data Entry, Verification & Reporting
- Document Control & Filing Systems
- MS Office (Excel, Word, Outlook)
- Sales Team Supervision & Performance Monitoring
- Time Management & Multitasking
- Site Manpower Tracking & Productivity Reports
- Coordination with PRO (Iqama, Visa, Medical)
- ERP / HR System Data Handling
- Sales Forecasting & Target Achievement
- Inventory & Sales Documentation

Professional Certification

- Principle of Human Resources Management
- Digital Marketing Foundation
- Project Management Basics
- Skill Successful Learning for Sales
- ICDL
- MS Office (Excel, Word, Outlook)

Language

- Arabic : Fluent (Mother language)
- English : Intermediate