

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. Available to use ERP systems.

WORK EXPERIENCE

ADMINISTRATIVE COORDINATOR, AL-SALAM COMPANY FOR CONTRACTING & GENERAL SUPPLYING (05/2023 - PRESENT)

Accommodation & Facilities Management

- Supervised accommodation rooms, camp capacity, and workers' facilities.
- Negotiated with property owners to rent cost effective, safe accommodation buildings.
- Followed maintenance requests (electricity, plumbing, AC, safety issues).
- Ensured continuous availability of electricity, water, telecom, cleaning & security.
- Ensured health, safety, hygiene, and compliance across camps & site facilities.
- Arranged client permits for staff, subcontractors, and visitors.
- Developed onboarding & welcome instructions for new workers.
- Coordinated safety drills, evacuation plans, and emergency preparedness.
- Created tracking tools to monitor complaints & maintenance response time.
- Assisted in budgeting utilities, repairs, service contracts, and accommodation operations.

Logistics & Transportation

- Organized travel arrangements for employees and VIP visitors.
- Managed transportation (maintenance, allocation, daily movement, accident handling).
- Verified transportation, accommodation, and site service invoices.
- Monitored daily staff transportation schedules and ensured availability of buses.
- Ensured compliance with transportation safety and driver regulations.
- Optimized transportation routes and fuel consumption to reduce costs.
- Negotiated with suppliers within approved budgets.
- Reviewed transportation timesheets and validated monthly invoices.

HR Management

- Handled full onboarding cycle (contracts, IDs, medical tests, files, bank accounts).
- Managed attendance, overtime, delays, violations, payroll inputs, incentives & deductions.
- Managed resignations, terminations, end of service, and employee grievances.
- Coordinated manpower allocation across multiple project sites.
- Followed worker lists, ID issuance, accommodation allocation, and contract renewal tracking.
- Managed mobilization & demobilization of workers and staff.
- Supported audits with HR files, payroll records, and compliance data.

Administrative Tasks

- Managed official correspondence, e mails, and documentation workflows.
- Coordinated meetings and maintained filing systems (admin + financial).
- Coordinated with Procurement & HR for approvals and documentation.
- Verified bills related to vehicles, accommodation, utilities, and services.
- Acted as the administrative link between project sites and head office.

PROJECT COORDINATOR, POWER TEL COMPANY (07/2022 - 04/2023)

- Managed correspondence with telecom companies regarding site access, maintenance requests, and issue escalations.
- Coordinated with telecom providers to schedule site inspections and report technical issues.
- Prepared, formatted, and organized documents, reports, and site data using Microsoft Word and Excel.
- Maintained accurate records of site approvals, communication logs, and task status updates.
- Ensured timely follow-up and response to client requests, reducing delays and improving service efficiency.
- Followed up with field teams to ensure completion of maintenance tasks within SLA timelines.
- Coordinated between internal departments (operations, maintenance, and logistics) to ensure smooth workflow.
- Managed both digital and physical filing systems for contracts, approvals, and technical documents.
- Scheduled site visits, inspections, and maintenance activities with vendors and technical teams.
- Handled communication between clients, telecom operators, and internal service teams to maintain alignment. Monitored issue tickets and escalated unresolved problems to relevant departments when necessary.
- Ensured compliance with site access procedures, company policies, and safety requirements.
- Assisted in preparing presentations, summaries, and management reports for internal meetings.
- Supported procurement processes by coordinating requests for materials and spare parts related to site maintenance.

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
- Business Communication
- Problem Solving & Decision Making
- Expense Monitoring & Cash Flow Reporting
- Meeting & Event Coordination
- VAT Preparation & Compliance
- Travel & Logistics Coordination
- ERP Systems (Odoo, QuickBooks)
- Document Management & Filing Systems
- 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

- ERP Systems Training (Odoo & QuickBooks) – 2025
- Microsoft Office (Excel, Word, Outlook, PowerPoint, Teams) – 2024
- ICDL -International Computer Driving License – 2023
- Professional Accountant Diploma – C.G.A.A – 2023