

Administrative Operations Supervisor

Results-driven Administrative Operations Specialist with proven expertise in providing end-to-end employee services, facilities management, strong follow up and continuous improvements to streamline operations.

Skilled at Operations business requirements into scalable Employee solutions across Administration, HR, and Employee Service. Adept at business process Facilities infrastructure management, with a strong record of enhancing reporting accuracy, reducing manual processes, and enabling data-driven decision-making. Recognized for problem-solving, adaptability, and bridging gaps between Operations teams and business leaders.

AREAS OF EXPERTISE

- Facilities Management
- Staff Accommodation Management
- Employee Services
- Employee Trainings
- Labour Camp Management
- Compliance & Safety Alignment

PROFESSIONAL EXPERIENCE

Unibeton Ready Mix LLC, Riyadh

06/2023 – Present

Administrative Operations Supervisor, 06/2023 – Present

Oversees daily administrative functions, supervises admin staff, and ensures office operations run smoothly, efficiently, and in compliance with company policies.

1. Supervision & Team Leadership

- Supervise, mentor, and support administrative staff
- Assign tasks, set priorities, and monitor workloads
- Conduct performance reviews and provide coaching
- Train new employees and identify skill gaps

2. Administrative Operations Management

- Oversee day-to-day office operations
- Develop and improve administrative procedures
- Ensure efficient document management and record-keeping
- Coordinate office schedules, meetings, and workflows

3. Process Improvement & Efficiency

- Identify inefficiencies and recommend process improvements
- Implement standard operating procedures (SOPs)
- Streamline workflows using automation or digital tools
- Monitor service delivery and turnaround times

4. Budgeting & Resource Management

- Monitor administrative budgets and expenses

- Manage office supplies, equipment, and vendor contracts
- Approve purchase requests and track costs
- Optimize resource utilization

5. Coordination & Communication

- Act as a liaison between departments
- Support senior management with reports and admin needs
- Handle escalated administrative issues
- Ensure clear internal communication

6. Reporting & Performance Tracking

- Prepare operational and administrative reports
- Track KPIs related to admin efficiency and staff performance
- Analyze data to support decision-making

7. Facilities & Vendor Management

- Coordinate facility maintenance and office services
- Manage relationships with external vendors and service providers
- Ensure workplace safety and readiness

Supervisor Warehouse - Farm Food for Industries, 02/2020 - 03/2022

Executive Sales – Fabric Library, 01/2017 – 01/2022

Supervisor Production – Giant Group Carton Industry

EDUCATION

Graduation in – Human Resource Management • Akadymiwn International University, Egypt

CERTIFICATIONS

Entrepreneurship & Business University
Diploma in Data Anaysis

PERSONAL INFORMATION

English (Manageable) | Arabic (Mother Tongue)