

# OSAMA AL HAMMAD

## Office Manager



0593100211



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Riyadh

OBJECTIVE	<p>My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation</p>
Experience	<ul style="list-style-type: none"> <li>● <b>CEO OFFICE MANAGER</b> <b>Al Saedan Real Estate</b> <b>January 2021 – Present.</b> <ul style="list-style-type: none"> <li>- Managing and coordinating periodic meeting and committees.</li> <li>- Attend Executive Committee meetings and take meeting minutes.</li> <li>- Developing procedures work of CEO's office.</li> <li>- Supporting with compiling and preparing financial or board reports and presentations.</li> <li>- Manage and maintain CEO's calendar including scheduling appointments.</li> <li>- Preparing annual budget for the CEO's office.</li> <li>- Monitor and follow up all tasks of the CEO.</li> <li>- Prepare and edit correspondence, memos, presentations and other documents on behalf CEO.</li> <li>- Act as liaison with partners and internal staff at all levels.</li> <li>- Provide executive and administrative support to CEO.</li> <li>- Reviewing correspondences and transactions delivered to CEO office, ensuring their systematic validity, also write the required explanations on them, submitting them or referring them to the related department and following what actions have been made.</li> </ul> </li>   <li>● <b>CFO OFFICE MANAGER</b> <b>Al Saedan Real Estate</b> <b>January 2019 – January 2021.</b> <ul style="list-style-type: none"> <li>- Organizing and managing meeting of CFO</li> <li>- Assisting CFO to determine tasks and managing performance.</li> <li>- Review payments reports of suppliers.</li> <li>- Scheduling CFO's appointments</li> <li>- Coordinate training courses and conferences for CFO</li> <li>Organizing all the documents of CFO's office</li> <li>- Book travel arrangement and schedules for the CFO to ensure accurate, timely and comfortable business travel.</li> <li>- Perform any other related tasks and duties as directed</li> </ul> </li>   <li>● <b>OFFICE MANAGER , EVENT PLANNER</b> <b>AllureHub</b> <b>From October 2015 to March 2018</b> <ul style="list-style-type: none"> <li>- Provide high level operational and administrative support to management including calendar management, presentation creation and communicating with external parties to schedule meetings/events</li> <li>- Monitor office activity in reception area, greet and log all office visitors and provide general support to visitors, maintain the office cleanliness and upkeep, and inform or escalate office situations accordingly as necessary</li> <li>- Supports the work of the executive management team, creating meeting agendas and minutes, and tracking projects and deadlines</li> <li>- Develop, implement, and track marketing programs such as email, social media, or digital campaigns, and events</li> <li>- Analyze and report on the performance and efficiency of campaigns</li> <li>- Brainstorming and implementing creative event concepts and themes</li> <li>- Liaise with clients to identify their needs and to ensure customer satisfaction</li> <li>- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc</li> </ul> </li> </ul>
Education	<ul style="list-style-type: none"> <li>● <b>IELTS 5.5</b> 6 Level English language (Step:82/100 - Toefl:496)</li> <li>Digital Marketing NANODEGREE 2020</li> </ul>
Courses	<ul style="list-style-type: none"> <li>● Internal Communications (LEORON Institute)</li> <li>● Project Management</li> <li>● Human resources</li> <li>● E-marketing skills</li> <li>● Secretary</li> </ul>
Skills	<ul style="list-style-type: none"> <li>● Excellent in Arabic and English</li> <li>● Great skill in follow ups and tracking tasks till finalization</li> <li>● Time Management</li> <li>● Microsoft office</li> </ul>
Languages	<p><b>Arabic</b>      ●●●●●●●●</p> <p><b>English</b>     ●●●●●●●●</p>