

MAHDI DARWESH QAMHIEH

Contact: +965 97667110

E-mail: mahdimazen@hotmail.com

CV

Experienced administrator with strong management and organization skills with a bachelor's degree. Seeking the position of Administrative Manager. Having advanced knowledge in management and office management to handle tactical day-to-day administrative matters.

EXPERIENCE

Having 25 years plus experience as **Administrative Manager**.

PROFESSIONAL SKILLS

Versatile Administrative Manager who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Adept at coordinating meetings and conference calls, planning and implementing work of ministries and embassies and client meetings, and focused on ensuring efficient office operations through effective management methods. Having experience in issuance of certificates of shares, public relations and personal matters.

EDUCATION

BACHELOR OF LAW FROM DAMASCUS UNIVERSITY

EMPLOYMENT HISTORY

Alshall Investment Holding Group 2018 till date

[www.alshall.com]

Administrative Manager

- ☐ Maintain and build good relations with government bodies, which are critical to business operations (e.g. Ministry of Social Affairs & Labor, Ministry of Commerce, Ministry of Health, Ministry of Interior).
- ☐ Contribute to the advisory prepared by the company owners and management on business licensing procedures.
- ☐ Monitor and update the record of government licenses and business permits.
- ☐ Review the latest legislation affecting companies licensing and business.
- ☐ Ensure renewal of all company related licenses in a timely manner.
- ☐ Prepare reports to update management on revisions/amendments to laws /regulations.
- ☐ Renewal of rental agreements and the maintenance of the company.
- ☐ Maintain ministries' authorized signatory "shuoon itmad towkya", shuoon q uota.
- ☐ Organize and manage reports related to employee s, visa renewal and cancellation, licenses and contracts, petty cash, telephone, electricity and rental agreements, etc.
- ☐ Coordinate with government staff, GA team, secretarial team, Arabic support team and mandoobs and PROs and monitor their work and performance.
- ☐ Oversee government relation work at the company for residency transfer, renewal, cancellation.
- ☐ Support departments or individual employees to resolve issues related to government affairs and ministries.
- ☐ Review local and overseas agreements on a regular basis for obtaining the license from the ministry of commerce and industry.
- ☐ Review documentation prepared by the officers and submission to government relations to secure commercial certificate, import license, municipality and firefighting license prior to submitting to the ministry of commerce and chamber of commerce for approval and registration.

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☐ Manage and supervise all company licenses and time for renewal as per admin department schedule (commercial license, health license, fire license, advertisement license, accommodation, transportation, etc.

☐ Monitor and procures needed supplies for office, reception and kitchen.

Alshall Consulting Company 2006 to 2018

HR & Administrative Manager

☐ Enhance the organization's human resources by planning, implementing and evaluating employee relations and human resources policies, programs and practices.

☐ Maintains the work structure by updating job requirements and job descriptions of all positions.

☐ Support organization staff by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

☐ Manage a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning and implementing pay structure revisions.

☐ Ensure planning, monitoring and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.

☐ Enforce management guidelines by preparing, updating and recommending human resource policies and procedures.

☐ Complete human resource operational requirements by scheduling and assigning employees and following up on work results.

☐ Manage human resource staff by recruiting, selecting orienting and training employees.

☐ Contribute to team effort by accomplishing related results as needed.

☐ Ensure all payroll transactions are processed efficiently.

☐ Collect, calculate and enter data in order to maintain and update payroll information.

☐ Resolve payroll discrepancies.

☐ Maintain payroll operations by following policies and procedures.

AlShall Consulting and Investment Co 2001 to 2006

HR & Administration Manager

AlShall Establishment Co 1993 to 2001

Administration

Al Mayssour Establishment for Trading & Contracting 1987 to 1993

Supervisor & Administrator

PERSONAL INFORMATION

Name: Mahdi Darwesh Qamhie

Contact No: +965 97667110

Email ID: mahdimazen@hotmail.com

Nationality: Jordanian

Marital Status: Married

Visa Type: Article 18

Car License: Kuwait car driving license

Languages: Arabic and English.