

Yasin Saleem

Administrative Officer

With 14 years of proven success as an Administrative Officer, I have honed my skills in process optimization, personnel leadership, and regulatory adherence. My track record reflects a commitment to enhancing operational efficiency and maintaining high standards of excellence. Ready to contribute my expertise to drive success in your organization.

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Physical Address
Deira, Dubai

SKILLS

Leadership and Team Management

Process Optimization

Regulatory Compliance

Policy Development

Project Management

Vendor and Contract Management

Problem-Solving

Crisis Management

Performance Evaluation

EXPERIENCE

Administrative Officer

Saint Mary's Academy | June 2008 - October 2022

- Managed and led administrative teams, providing guidance and mentorship to staff.
- Implemented efficient processes that improved the overall productivity of the administrative department.
- Oversaw office facilities, ensuring a clean, safe, and well-organized work environment.
- Managed vendor relationships, negotiated contracts, and reduced operational costs.
- Effectively allocated resources, including personnel and equipment, to ensure smooth day-to-day operations.
- Streamlined resource allocation, reducing wastage and increasing efficiency.
- Developed and enforced company policies and procedures, ensuring compliance with local and international regulations.
- Conducted regular audits to maintain a high level of compliance and quality standards.
- Led and executed cross-functional projects, such as office relocations and process reengineering.
- Built and nurtured high-performing administrative teams through recruitment, training, and performance management.
- Conducted training programs to enhance the skills and knowledge of administrative staff.
- Managed crises and unexpected situations with resilience and adaptability, minimizing downtime and disruptions.
- Employed effective problem-solving skills to address complex issues and find sustainable solutions.
- Implemented performance evaluation systems for the administrative department, providing feedback for staff development.
- Generated and presented regular reports on departmental performance and key metrics to senior management.

EDUCATION

Master Of Business Administration (HRM)- Allama Iqbal Open University-ISB

Graduated: September 2009