

PERSONAL INFORMATION

Omeima Khalifa

Administrative Officer/ Executive Assistant/ C-Level Assistant

Abu-Dhabi, united Arab Emirate

+971506626432 +971566837884

Visa Status: Resident Visa

omikhalifa2@gmail.com

Sex Female

CAREER GOALS

A position as a professional Administration where the ability to manage several different projects related to Administrations, Management, Operations and Logistic.

Executive Profile:

Experienced & accomplished in administrative Officer filed / C-level office management with proven track record of over 10 years.

Adept at managing office systems, policies & procedures to provide comprehensive support to managers & employees. Skilled in overseeing monthly billing activities, coordinating with other departments for cost optimization, developing & implementing process, proven on coordinating complex schedules, communication, high level meeting for senior executives. Demonstrate ability in executing administrative tasks efficiently & maintaining office supplies inventory. Proven success in addressing customer complains promptly & effectively. Well-Developed communication & strong employee supervision skills. coupled with the ability to establish & maintain professional relationship.

Skills:

Office Management

Administrative Support

Customer Complaints Resolve

Communication Coordinates

Billing Management

Filing System Knowledge.

Microsoft Office TM

Languages:

Arabic = Native

English= Professional Level

Employment History

Administrative Officer/ Assistant to CEO

CANAR Telecommunications - Khartoum.

May. 2013- Up to date

- Office management systems and policies. ▪
- Manage and co-ordinate the Chief Executive's internal and external communications including. emails, letters, phone calls, and meetings ▪
- Provide comprehensive administrative support to the Chief Executive, including responding to matters where appropriate.
- Ensuring correspondence is appropriately flagged on the basis of urgency and all deadlines met ▪
- Ensure all outgoing communications go out on time, error free, liaising with and supporting other managers the CEO diary, ▪
- Attend and take minutes or action notes at relevant meetings and deal with any follow up action ▪
- Plan, budget and arrange complex travel itineraries, accommodation and manage completion of expenses in line with policies. ▪
- Set up and maintain filing systems systematically and promptly. ▪
- Assist with the preparation of meeting documents and spreadsheets and drafting of correspondence
- Supervise the daily operation activities & achievements.

Project Security Manager

Elgasim Salama Security Co. - Khartoum.

Apr. 2007- Dec. 2012

- Developing and implementing security policies and procedures
- Control budgets for security operations and monitor expenses
- Recruit, train and supervise security supervisors and guards
- Inputting and maintaining data in procurement related tools and applications
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status.
- Ensure that all assigned supplier contracts are up to date and electronic and paper copies are stored appropriately
- Obtain new deals & conduct market survey for potential opportunity.

Executive Assistant

Abu Dhabi National Oil Company (ADNOC)- Abu Dhabi

July 2006 – Mar. 2007

- Managing the schedules and communications of key executive.
- Prioritize emails and phone calls.
- Arrange meetings and business events.
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings
- Take minutes during meetings.
- Organize and maintain the office filing system
- Make travel and accommodation arrangements.
- Rack daily expenses and prepare weekly, monthly or quarterly reports.

Admin. Office/ Executive Secretary/ Data Entry

Abu Dhabi Marine Operating Company - Abu Dhabi

Dec. 2004 – May. 2006

- Perform all administrative duties.
- Manage office's correspondence & emails.
- Managing office supply inventory & control office filling system.
- Scheduling appointments & attending meeting, writing meeting's minutes.
- Data entry implementation for new projects.

Customer Service Representative (D.Q Center.)

Etisalat - Abu Dhabi

Dec. 2002 – Dec. 2004

- Handling customer complaints.
- Maintaining customer records by updating their account information.
- Recommending potential products and services to suit a customer's needs.
- Organizing files.
- Preparing documents

EDUCATION AND CREDENTIALS

Diploma – Computer Science

- University of Juba, Sudan.

Diploma – Air - Hosting

- University of Aviation Science Collage- Sudan.

COURSES

- English Diploma -British Educational Studies.
- PMP Practice Course – Khartoum – Sudan 2023.
- Security Course- Carrier Patrollers Institute.
- Internet Basic Course- Sudanet Training Center.
- Typing Diploma

SPECIAL SKILLS

- Time management.
- Good oral and written Skills.
- Good Communication Skills.
- Leadership Skills.
- Motivational Skills.
- Adaptability & flexibility
- Discission Making skills
- Demonstrating an ability to work with confidential information.
- Customer Service Skills.

(References & Certificates: available upon requirement)

www.linkedin.com/in/omima-khalifa-5430a6269