**Roda HYJAZI**

**Administrative Director**

Camayenne,Postal Code : BP 5749 Conakry/Guinea

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**PROFESSIONAL PROFILE**

**Passionate about administrative management, I am ready to take a new step in my career by taking on new responsibilities. Thanks to excellent interpersonal skills and a solid organization, I have successfully completed several projects, supported by a team of more than 300 employees. My objective is to participate in the development of the company's activity, while offering its employees a motivating working environment.**

**SKILLS**

* **Versatile**
* **Autonomous**
* **Entrepreneur**
* **Reliable**
* **Sociable**
* **Administrative management**
* **Sense of organization**
* **Analytical mind**

**TRAINING**

1993 : Obtaining the baccalaureate diploma in secondary education

Economic and social option

Albert Camus French High School in Conakry Guinea

1989 : Obtaining the national patent diploma

Albert Camus French High School in Conakry Guinea

**PROFESSIONAL EXPERIENCES**

Over ten years of experience in product sales,business management,administration,operations and logistics coordination

Operations & Logistics Coordinator :Medilink International

Conakry,Republic of Guinea

**2024/09 to 2024/10**

**Tasks**

* Understand project requirements, utilise and maintain the company project management, HR & Supply Chain tools and ensure that duties and deadlines are understood. Ensuring that all procedures are adhered to during the mobilisation, operational and demobilisation phases of projects
* Continuous liaison with client team and CAP Medilink teams to provide quick responses to emerging and evolving situations. Must monitor and respond to urgent situations or situations requiring immediate attention on a 24/7 basis
* Help in the preparation and reviewing monthly Site Review Report with relevant CGT members and addressing issues and following up and updating monthly QHSSE report
* Follow upon the annual schedule of internal audits and ensuring that these are carried out Take part and contribute in audit reports and instigating follow up
* Undertake visits to project locations to meet with Client, build rapport and support field personnel with operational developments
* Troubleshooting – identifying problems, suggesting solutions, and following up to resolution
* Preserving, protecting and promoting company values and culture

Administrative Director:TMH (The Mining House sarl)

Conakry, Republic of Guinea

**2011/09 to 2024/03**

**Tasks**

* Daily operations

Management of outgoing and incoming mail

Administrative operations with suppliers

Administrative banking operations

Transmission of information

* Presentation and Ability to communicate complex commercial and financial information to business stakeholders
* Keep up to date with the latest changes to government regulatory rules relating to administrative tasks
* Guarantee and risk management

Preparation of verifications and monitoring of professional multi-risk and civil liability insurance contracts

Personal health insurance

* Development of management of different types of contracts

Local lease contracts

Supplier service contracts

* Monitoring the legal compliance of contracts,compliance with the clauses as written in the contracts
* Understand project requirements, utilise and maintain the company project management, HR & Supply Chain tools and ensure that duties and deadlines are understood. Ensuring that all procedures are adhered to during the mobilisation, operational and demobilisation phases of projects
* Responsible for coordinating the procedures that will be followed on the project and working with relevant teams to develop new procedures as required
* Various surveillance operations in collaboration with security guards and the head of security

Communications manager :UQAM (University of Quebec in Montréal

Montreal,Quebec,Canada to the Rights and Democracy Delegations

**2008/09 to 2010/06**

**Tasks**

* Responsible for press releases,project management,database management and statistics
* Preserving, protecting and promoting institution values and culture

Sales Director :MINA ENTERPRISES (Import-Export Company)

**2003/03 to 2008/06**

**Tasks**

* Analysis and forecast of sales,Creation of quotes, Commercial relations,Sales monitoring.
* Dealing with escalated client issues, incident reports, complaints, and legal actions.

Achievement:30% increase in the company’s turnover by strenghthening the volume of imports of three high-demand items and focusing on exports to neighboring countries.

* **HOBBIES**
* **Kitchen**
* **Ecological**
* **CUSTOMIZED**
* **Sports**
* **Movie theater**
* **Gastronomy**
* **Sea**
* **Travel**
* **LANGUAGES**
* **French:Bilingual**
* **Functional English**
* **Arabic: Mother Tongue**

FINALISED PROJECT

* Project development: To collaborate with the Bolloré Africa Logistics team in the development of the Blue Line construction project, a center for empowering young people seeking employment and entrepreneurship, located in the commune of Dixinn, in Conakry ,Republic of Guinea.
* Documentation: Writing and reviewing correspondence to keep employees informed of company regulations and procedures
* Distribution and Marketing: Monitoring of brand representation contracts in Guinea with various suppliers and marketing advertising policy which resulted in a 15% increase in customers.