

Fady Wadie Nicola Samaan

United Arab Emirate, Dubai

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Ready to join immediately



Objective

Dynamic and results-driven Director General of Administrative Manager with over 7 years of experience in overseeing administrative operations, implementing efficient processes, and optimizing workflow to drive productivity. Proven track record of managing teams, fostering a positive work environment, and delivering exceptional administrative support. Seeking to leverage expertise in organizational management and strategic planning to contribute to the success of a forward-thinking organization.

Professional Experience

Director General of Administrative Affairs

Marathon United Technology | September 2020 - Present

- Lead a team of 50 administrative staff in performing a wide range of administrative functions, including office management, scheduling and document preparation.
- Developed and implemented standardized procedures and policies to streamline administrative processes, resulting in a 50% increase in efficiency.
- Oversaw the procurement of office supplies and equipment, negotiating contracts with vendors to achieve cost savings of 15% annually.
- Conducted performance evaluations, provided coaching and mentorship to team members, and facilitated professional development opportunities to enhance skill sets.
- Acted as a liaison between senior management and staff, facilitating communication and ensuring alignment with organizational goals and objectives.
- Implemented digital tools and technologies to automate routine tasks, reducing manual workload and improving accuracy.
- Prepared and presented reports on administrative activities, budget expenditures, and performance metrics to senior management.
- Directly responsible for the Security Department, Administrative Stores Department, Maintenance Department, Housekeeping Department, Fork Drivers Department, Electric Vehicles Department and Food Department (buffet and restaurant).

Head (Mayor) of city / district (The President of Local Unit)

Ministry of Local Development, September 2018-August 2020

A dedicated and committed individual city leader with extensive experience in municipal administration, urban planning and community development. Skilled in implementing strategic initiatives to improve residents' quality of life and promote economic growth. Striving to leverage leadership skills and proven track record to drive positive change and sustainable development within cities.

- Manage the entire Local Unit (city and villages /district) in accordance with the laws.
- Lead strategic planning initiatives to drive economic development, infrastructure improvement, and community engagement efforts.
- Oversee internal city departments, including human resources, finance, planning and organization, legal affairs, crises and disasters, childhood and motherhood, environmental affairs, media and ensuring efficient operations and resource allocation.

- Direct supervision of many field work departments in the local unit, such as: Engineering and Building Licensing, Roads and Paving, Electricity and Lighting, Cleaning and Beautification, Licenses for Shops and Commercial Institutions, Parks and Squares, Roads and Paving, Occupancy Removal, Field follow-up and ensuring the completion of the required work
- Collaborate with elected officials, community leaders, and stakeholders to develop and implement policies and programs aligned with city goals and objectives.
- Directed day-to-day operations of the city local unit, overseeing a team of department heads and staff members.
- Manage city budget, procurement, and fiscal planning to maintain financial stability and maximize resources.
- Implement innovative solutions to address urban challenges, such as transportation, housing affordability, and environmental sustainability.
- Foster partnerships with local businesses, nonprofits, and government agencies to leverage resources and support initiatives benefiting the community.
- The cities which I was its head are Mallawi city (Minya governorate) and Aswan city (Aswan governorate)
- The districts which I was its chief are Amreya district and Central district (Alexandria governorate)

Administrative Manager

International Marathon United Technology, September 2017-August 2018

Administrative Manager with experience in overseeing office operations and managing administrative staff. Proven track record of implementing efficient processes to enhance productivity and streamline operations. Seeking to leverage my skills and experience to contribute to the success of the company.

- Assisted in the management of daily administrative operations, including scheduling, correspondence management, and file maintenance.
- Coordinated meetings and events, handling logistics such as venue booking, catering arrangements, and audiovisual setup.
- Provided direct support to the General Manager in developing and implementing administrative policies and procedures.
- Conducted research and analysis to support decision-making processes and improve organizational efficiency.
- Trained new administrative staff on office procedures and best practices.
- Responsible for all administrative operations in a factory that manufactures armoured vehicles.

Security Manager

Talaat Moustafa Group (TMG), January 2017 - August 2017

Dedicated and experienced Security Manager with a proven track record in implementing and managing comprehensive security programs. Seeking to utilize expertise in ensuring the safety and security of personnel, assets, and information.

- Supervised a team of security officers in monitoring access control systems, CCTV cameras, and alarm systems.
- Investigated security incidents and breaches, prepared incident reports, and implemented corrective actions to prevent recurrence.
- Coordinated with facility management to address physical security concerns and ensure compliance with safety regulations.
- Conducted risk assessments and threat analyses to prioritize security initiatives and resource allocation.
- Provided leadership and guidance to security staff, fostering a culture of professionalism and accountability.
- Developed and executed security training programs for employees to raise awareness and promote adherence to security policies.
- Conducted regular security assessments and audits to identify vulnerabilities and recommend corrective actions.
- develop emergency response plans, enhance security measures and response capabilities and maintain business continuity strategies.
- Ensuring the safety and security of personnel, assets, and information for Madinaty city.

Army Officer

Ministry of Defense, July 1996 - January 2017

A dedicated and disciplined retired officer with 20 years of experience in Egyptian Army. Seeking to leverage leadership, management, and strategic planning skills in a civilian role where I can continue to contribute positively to an organization.

- Led and managed many personnel in various operational environments.
- Developed and implemented strategic plans to achieve mission objectives.
- Oversaw training programs to ensure personnel readiness and mission success.
- Collaborated with interagency partners to coordinate and execute joint operations.
- Provided mentorship and guidance to subordinates to foster professional development.
- Maintained accountability for equipment, resources, and budgets.
- Work in the diplomatic field as a military attaché for financial and administrative affairs at the Egyptian Embassy in the Russian Federation.
- Work in many fields such as training, planning, operation, organization and human resources.

Education

- Bachelor Degree of military science, Military Academy, Egypt, 1996
- Master of Military science, Command & Staff College, Egypt, 2006
- Diploma in Crisis Management, Faculty of Management Sciences, Helwan University, Egypt, 2018

Courses

- Preparing and developing leadership and administrative skills for executive leaders, Military of Local Development, Egypt, 2018
- Qualification for local leaders, Nasser Higher Military Academy, Egypt, 2018

Skills

- Strong leadership skills which give ability to completion many tasks in deadtime
- Excellent communication and interpersonal skills
- Strategic planning and problem-solving capabilities
- Ability to multitask and prioritize in a fast-paced environment
- Time Management and detail-oriented with a focus on accuracy and quality
- Security, risk assessment and Crisis management
- Project Management, training and development
- Budgeting and resource management
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Languages

- Arabic (Mother Tongue), English (Fluent), Russian (good)

Personal Details

- Date of Birth: 9 Jan 1976
- Social status: Married
- Nationality: Egyptian

References:

- Available upon request.