



IDIEU BEDI

Professional Summary

Effective coordinator with strong background in directing, training and motivating staff to achieve full potential. Perceptive with keen talent for identifying employee weaknesses. Accomplished and Collaborative Supervisor with 8 years of experience leading team efforts, recognizing revenue-driving opportunities, focused on meeting customer expectations, achieving company goals and building professional relationships. Effective at managing attainment of big picture business goals.



ADDRESS

Rigga, Dubai [UAE]



PHONE

050 1380269



EMAIL

Djenejih1@gmail.com

Special Skills

- Leadership
- Issue resolution
- Training and mentoring
- Operations management
- Conflict resolution
- Staff Management
- Teaching

WORK HISTORY

02-2011 –12-2012

Construction supervisor •AL Hassan•Azouerate, Mauritania

- Supervising construction workers and scheduling their work time.
- Supervising the employee's individual safety.
- Led safety training and daily meetings to update teams and reduce hazards.
- Assessed personnel activities to ensure quality standards were being met.

02-2012 –01-2013

Comprehensive supervisor •Statistics Office •Rosso, Mauritania

- Supervising the comprehensive population and housing census.
- Provide daily statistical reports.
- Scheduling the department's working hours and ensuring their efficiency.

05-2013 –08-2014

General Observer •Nokhbet AL Asser•Rosso, Mauritania

- Evaluated production schedules and orders to arrange required Materials and plan staffing needs.
- Preparing daily reports to help senior leadership make accurate operational plans and decisions.
- Worked with senior leadership to complete under-budget management On complex issues.

05-2015 –05-2018

Security guard • Al Emirates Security Services • Abu Dhabi, UAE

- Protecting facilities and maintaining the safety and security of its employees, funds, and property.
- Providing help to others and building relationships with the public.
- Supervising the preservation and care of fire equipment and the use of fire extinguishers.
- Maintaining security and order, and ensuring client satisfaction.

05-2018 –01-2023

Operation Coordinator •Al Emirates Security Services •Abu Dhabi, UAE.

- The coordinator of the operations department and the first and foremost responsible for the department.
- Receiving the daily security reports from the security guards, checking and evaluating them, then sending them to the concerned parties.
- Determining and scheduling guard's interviews.
- Customers servicing.
- Management of some administrative work related to human resources.
- Regular attendance at some educational seminars as a representative of the company.

Languages :

- **Arabic | Native language**
- **English | Excellent**
- **French | Very good**

Passport | Visa details:

- **Number : B01503925**
- **Date of issue :11/04/2023**
- **Date of expiry : 10/04/2028**
- **Place of issue : Mauritania**
- **Visa status : Canceled Visa**

Personal details :

- **Date of birth :29/12/1988**
- **Sex : Male**
- **Marital :Married**
- **Nationality : Mauritanian**

02-2023 –11-2023

Administrative Clerk • PCFC •Dubai, UAE.

- Customers servicing.
- Administrative Tasks.
- Receiving the crew's passports, registering them and keeping them in the company's records.
- Enter data and link it to the sharing folder to be submitted to the reporting manager.
- Update coordinates and data as well, daily & monthly.

EDUCATION

10-1997 | 06-2003

Elementary Seal Certificate | Rosso |Mauritania.

10-2003 |06-2006

Prep stageCertificate (BRÈVE) |Rosso |Mauritania.

10-2006 |06-2010

High School Degree (Baccalaureate)| Rosso |Mauritania.

10-2010 | 06-2014

Bachelor Degree - English Literature | Nouakchott | Mauritania.

PROFESSIONAL TRAINING (OBTAINED CERTIFICATIONS)

- 11-2014 Professional Certificate in Informatics(Word, Excel , power point).
- 05-2013 Security guard certificate | Nouakchott | Mauritania.
- 05-2015 Certificate of completion |National Security Institute | **Abu Dhabi |UAE.**
- 10-2016 Operation Room Staff Course |National Security Institute| **Abu Dhabi.**
- 03-2020 Civil Defense - Certificate of Completion of the Safety Course| **Umm Al Quwain| UAE.**
- 04-2020 Mohammed Bin Rashid University of Medicine and Health Sciences- MBRU Community Immunity Ambassador Program (Certificate of Completion)**Dubai |UAE.**
- 28-08-2020 Dubai Police – Certificate of participation**Dubai |UAE.**

DECLARATION

I hereby declare that above particulars of information and facts stated are true,correct and complete to the best of my knowledge and belief.