



# 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

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## 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.