

Resume

Name: Abir Hasan

Address: Pearl, Qatar

Mobile: 00974-66292733- 009613288000

Email: Abeerhasan_182@hotmail.com

CAREER OBJECTIVE

A highly organized and detail-oriented professional with 6 years of experience in office administration, project management, and team coordination. Adept at managing day-to-day operations, fostering productive environments, and developing strong relationships with staff and clients. Passionate about education and eager to leverage my skills in communication, problem-solving, and leadership to transition into a teaching role. Committed to creating an engaging and supportive learning environment that empowers students to succeed and grow academically. Looking for an opportunity to bring my administrative expertise and enthusiasm for teaching to a dynamic educational setting.

ACADEMIC QUALIFICATIONS

- MSc in International Human Resources at University of Aberdeen Qatar (AFG)
- Teaching Diploma at American University of Sciences and Technology- Lebanon
- Bachelor Degree in Business Management from the American University of Technology (AUT)- Lebanon
- Bacc II in Socio-Economics from Tripoli Evangelical School-Lebanon in June 2005.

Certifications / Diplomas or Work-related training:

- Certificate in Microsoft Office (Word, Excel, PowerPoint)
- Certificate in General Accounting

CORE COMPETENCIES

- Communication
- Working in a team work
- Working under pressure
- Very good in English & Arabic Languages
- Well Organized and prepared

PROFESSIONAL EXPERIENCE

BJM Tech, Doha, Qatar

Oct 2022- March 2025

Website: www.bjmq-tech.com

Company Profile: Professional Technology Distributors

Designation: Office Manager

Job Duties:

1-Office Administration:

- Oversee the general office environment, ensuring it runs efficiently and effectively.
- Manage office supplies and inventory, ordering replacements when needed.
- Handle correspondence, including phone calls, emails, and internal communications.

2-Scheduling and Coordination:

- Manage the CEO's or leadership team's calendar, scheduling meetings, appointments, and travel.
- Organize and coordinate internal meetings, conferences, and events.
- Plan and schedule team activities or trainings.

3- Human Resources Support:

- Assist in onboarding new employees, including preparing workstations, setting up accounts, and orientation.
- Ensure that personnel files are up-to-date and compliant with labor laws.

4- Financial Administration:

- Assist with budgeting and financial tracking for office expenses.
- Oversee invoicing, expense reporting, and liaise with the accounting department.
- Track payments to vendors, ensuring timely payment of bills.

5-Vendor Management:

- Manage relationships with external service providers, including IT support, cleaning services, and office suppliers.
- Negotiate contracts with vendors for office services and supplies.
- Ensure technology equipment and software are up to date.

6-Technology Support:

- Coordinate with IT teams to ensure the smooth running of technological systems and infrastructure (software, hardware, network).
- Handle troubleshooting and liaise with tech support to address any equipment issues or system malfunctions.

- Oversee the installation and maintenance of office technology, such as printers, computers, and software updates.

7- Project Management:

- Help manage and coordinate projects related to office space improvements, system implementations, or process improvements.
- Track deadlines and deliverables to ensure projects are completed on time.

8- Customer and Supplier Relations:

- Serve as a point of contact for suppliers, customers, or business partners.
- Ensure smooth communication with vendors for tech product orders and deliveries.
- Handle client inquiries or support requests, escalating issues when necessary.

9- Compliance and Documentation:

- Ensure compliance with industry regulations and company policies.
- Maintain important company records, contracts, and other sensitive documentation.
- Support audits and regulatory inspections as needed.

Qatar District Cooling Company, Doha, Qatar

Jan 2015- June 2016

Website: www.qatarcool.com

Company Profile: Provides a better way to cool the environment

Designation: Operation & Services Administrative Assistant

Job Duties:

- Writing Memos: circulating information among the O&S department's employees and other upper level management.
- Microsoft Word, Excel, PowerPoint: gathering maintenance and operator's data (attendance sheet, overtime and sick leaves...) so the information can be better analysed, organized and presented in a very clear and meaningful way O&S manager.
- Word Processing: provide a workflow spreadsheet for the supervisors to share it with the team including all the needed data or details for work progress.
- Scheduling: for every task given to O&S (operation and services) employees, a start date and a dead line should be taken into consideration.
- Filing & Organization: keep documents, reports, schedules, memos and letters in a safe place and a systematic way in order to rich easily without wasting time.
- Preparing Reports: preparing weekly and monthly reports to show the manager the progress or delays happened within this period and to confirm the department's plan effectiveness.
- Communication: before starting to prepare any report or any meeting, there is time for the O&S staff to share ideas and issues (leakage, delay in submitting reports, no punctual attendance...) to be mentioned later on.

- Meeting Coordination& Taking Minutes of Meeting: coordinate with the department and manager for suitable timing for meetings internally and externally, then start preparing the agenda with the main topics that will be discussed, booking the meeting room, sending invitations to attendees and taking minutes of meeting (MOM).
- Planning for events: Externally (seminar, training, lunch...), booking hotels and tickets for Managers and supervisors if required. Confirming for the other party the acceptance and attendance of the employees.
- Data Entry: organized data to be clear and easy way for the department to understand and be able to work on it and process it.

Al Zahmy Advocate Company, UAE

Feb. 2009- April 2011

Website: www.alzahmyadvocates.com

Company Profile: Providing legal consultancies and qualified Lawyers.

Designation: Administrative Assistant

Job Duties:

- Writing Memos: passing information given by the office owner or the court among lawyers and consultants.
- Microsoft Word, Excel, PowerPoint: using Microsoft office to send organized letters to the clients to inform them where the case reaches and when the next appointment.
- Word Processing: typing the draft given by the lawyer on the word in way to be clear and meaningful for other lawyers to understand it.
- Scheduling: arranging suitable time for the clients to meet the lawyers and consultants.
- Filing & Organization: filing all letters, cases, power of attorney and particular power of attorney. These files are arranged in a way to avoid waste of time and disorder.
- Preparing Reports: yearly reports are prepared since some cases need long period of time, this report includes how many lose and gain cases achieved during the year.
- Communication: communicate to the lawyers about each case to be able to enter the information correctly and accurately.
- Meeting Coordination& Taking Minutes of Meeting: a monthly internal meeting should be prepared among the lawyers and consultants to discuss where each case reaches. Notes are taken to be done later on accurately.
- Planning for events: organizing and booking restaurants for any specific event such as (Iftar, celebrating for gaining an important case, farewell...)
- Data Entry: entering information about a certain case such as date of opening the file, case type, case number, subject, prosecutor name, respondent name, judgment and the next appointment date.