

Ayman Abdel Aleem

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Objective: -

Seeking a challenging career opportunity, you enhance my skills and capabilities especially in a creative and dynamic environment within a respectful organization where my academic background, communication, interpersonal and technical skills may use developed.

- A Professional career in Administration, Procurement & PR.

Experience: -

- **Des 2021 – Present Arabiat For Trading & Distributions (SsangYoung)
Administration & Procurement Manager.**

Job Responsibility: -

- Responsible for Managing & Supervising the administration department which includes the following divisions (Maintenance, Security, cleaning, Fleet, Employee Accommodation, and Warehouse) with a manpower of 75 employees in all the branches.
- Handling all department's procurement requirements (Equipment, Tools, office furniture, printing, and advertising materials, stationeries, and giveaways, etc.) as well as all related issues (training events, workshops, Seminars & conferences, staff booking, and accommodation).
- Follow up on renewing and issuing all types of insurance certificates for company fixed assets.
- Responsible for delivering different administrative services through paying expenses on time (rental cost, telephone lines, electricity, Staff Transportation, etc.) to ensure the sustainability of services.
- Supervise the process of recording attendance within each department and maintains attendance records.

- **Dec 2019 – Nov 2021 M&G Advertising Solutions.
Human Resources & Administration Manager.**

Job Responsibility: -

- Manages daily office operations, negotiates contracts, manages vendor relationships, and develops and oversees office standard operating procedures.
- Supervise and follow up on all office maintenance requirements (tools, equipment, assets, vehicles and their licensing, electrical works, plumbing, etc.).
- Handling all department's procurement requirements (office furniture, printing, and advertising materials, stationeries, and giveaways) as well as all related issues (training events, workshops, Seminars & conferences, staff booking, and accommodation).
- Monitor Appliance of administration policies and procedures by effectively communicating with different departments to ensure adherence to company rules, and labor law.
- Plans, Leads, Develops, Coordinates, and Implements Policies, Processes, Training, Initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Develop a standard Appraisal Performance system to measure the actual efficiency and performance of all employees against objectives/goals achievements.
- Follow the social insurance file "addition & deletion" follow the regulations in absence & resignation cases according to the social insurance law and Implement employee's medical insurance systems.

- **Jan 2016 – Aug 2019 Al Jazirah Vehicles Agencies Co. (KSA).**

- HR & Administration Deputy Director.**

- Job Responsibility: -**

- Responsible for Managing & Supervising the administration department which includes the following divisions (Maintenance, Security, cleaning, Fleet, Employee Housing, and Warehouse) with manpower of 1000 employees in all the branches.
- Arrange the procurement & administrative services of all required as well as payment of Rental, Electricity, Transportation, telephone lines, and stationery to ensure the sustainability of services.
- Design the organization structure by updating job requirements, and job descriptions, for all positions.
- Development of processes and metrics that support the achievement of the company's business goals.
- Ensure all HR processes are fully documented and under the control of the organizations.
- Prepare a manpower recruitment plan in collaboration with the department's heads.

- **Jun 2015 – Dec 2015 Royal Insurance Egypt.**

- Administration Manager.**

- Job Responsibility: -**

- Responsible for all branches' administrative establishment issues (branch setup, a legal license of branches and other related matters, contracting, and daily administrative operations).
- Managing all labor staff that supports head office and branches (office boy, cleaners, office admin, and drivers).
- Training the Admin employees on all services and new work requirements, and delegating the routine admin activities to them in line with the policies and procedures of the Company.
- Managing all labor staff that supports head office and branches (office boy, cleaners, office admin, and drivers).
- Handling all department procurement requirements (office furniture, printing materials, stationeries, and giveaways) as well as all related issues (training events, conferences, staff booking, and accommodation).
- Arrange the procurement required and payment of Rental, Electricity, Transportation, and stationery.
- Running daily administration expenses according to the designed budget and settling with the finance regularly.
- Following up and maintaining regularly all branch's premises regularly (maintenance, renovation, etc.).
- Managing and operating regular company fleet maintenance and renewal.
- Reporting monthly by company administration expenses across head office and branches.
- Planning and budgeting for events from concept creation to delivery.
- Managing all travel requirements (Visas, Tickets, Accommodation & Hotels, etc.) of the Company's employees and visitors are completed on time and with the required quality and cost-effectiveness. Planning events layouts and programs.
- Event concept creation, e.g. themes, message, purpose.
- Coordinating events staffing requirements and briefings.
- Preparing and responding to board and Chairman Arrangements and recommendations regarding the administration level.

- **Jan 2010 – May 2015, Tokio Marine Egypt.**

- Administration & Public Relations Manager.**

- Job Responsibility: -**

- Responsible for Managing & Supervising the administration department which includes the following divisions (Maintenance, Security, cleaning, Fleet, and Warehouse) with a manpower of 450 employees in all the branches.
- Running daily administration expenses payment of branches Utilities according to the designed budget & reporting monthly administration expenses across head office, branches and settling with the finance on regular bases.
- Following up and maintaining regularly all branch premises (maintenance, renovation, etc.).

- Handling all department's procurement requirements (office furniture, printing, and advertising materials, stationeries, and giveaways) as well as all related issues (training events, workshops, Seminars & conferences, staff booking, and accommodation).
- Managing all travel requirements (Visas, Tickets, Accommodation & Hotels, etc.) of the Company's employees and visitors are completed on time and with the required quality and cost-effectiveness.

- **April 2007 - Dec 2009, Kinsey McAllen Communications Inc.**
Operation & Media Relations Supervisor.

Job Responsibility: -

- Keep client programs on schedule & ensure all deadlines are met.
- Demonstrate a well-developed knowledge of client-relevant media.
- Maintaining and building contacts with the media & Generate ideas for media outreach and pitch efforts.
- Organizing and attending events, and exhibitions & maintaining and updating mailing databases.
- Developing advertising opportunities for events Worked with printer and designer to develop event materials.
- Maintaining and updating mailing databases & sending out invitations and managing RSVP lists.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support, and event evaluations.

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- **June 2001- March 2007, Arab Misr Insurance Group, (gig)**
Marketing & Public Relations Specialist.

Job Responsibility: -

- Assisting the Group in achieving its business with the related governmental authorities, and developing the Group's relations with such authorities.
- Providing social services for the employees working in the Group & improving the work atmosphere by developing the relationship between the Group and its various employees.
- Contacts the press and mass media to perform the planned activities.
- Contacts the hotels, resorts, and travel agencies to organize social & recreational activities.
- Links the PR & Advertisement companies to follow up on the services provided for the Group.

- **Sep 2000- May 2001 International Trade Co.**
Sales Supervisor (Outdoor).

Job Responsibility: -

- Head of Sales Team consisting of five sales representatives Selling Photocopiers and operating Supplies.
- Handling objections from the clients.
- Reporting daily sales volume to Sales Director.
- Supervising the sales team & hiring and training new sales agents.

- **Mar 1999- Aug 2000 SCIB Paints.**
Sales & Showroom Manager.

Job Responsibility: -

- Selling Paints, Coating Materials.
- Reporting daily sales volume to the Operation Manager & Showrooms Manager.
- Supervising the sales team & Training new employees.

- **Feb 1998- Feb 1999 Engineering for Trade Co.
Sales Representative (Outdoor).**

Job Responsibility: -

- Initiates sales process by building relationships, scheduling appointments, making initial presentations, and understanding account requirements.
- Develops product improvements or new products by remaining current on industry trends, market activities, competitors, and consumer expressions.
- recommending new opportunities, recommending profit, and service improvements.
- Recommends changes in products, services, and policy by evaluating results and competitive developments.

Education: -

- 1998- B.sc of Commerce- Business Administration.

Computer Skills: -

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).

Personal Skills: -

- Excellent communication skills, leadership, and personal management skills.
- Recognized success in achieving goals & targets.
- Fast learner & adapts quickly to different cultures.
- Ability to think and react quickly in complex and stressful situations.

Language: -

- English: - Very Good (Writing & Speaking, Understanding).

Personal Data: -

- Date of Birth: 10/10/1973.
- Marital Status: Married.
- Military Service: Exempted.