



Email

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Address

Saudi Arabia Jeddah Al-Rawdah

Phone

0541100555

Date of birth

1987-09-13

Nationality

Saudi arabi



Skills

Reporting For KPI'S Dashboard

Human Resources Management
KPI'S

Database Management

Mind Mapping

Project Management

Planning

Strategic Thinking

Time Management

Managing Budget

User Experience

Leadership

Problem Solving

Teamwork



Languages

Arabic

Native

English

Intermediate. 3 Months Course in
South Africa 2017

Abdulelah Yamani

Administrative Manager

I started my career within my university studies in 2007 in management jobs and organizing with a volunteering team to gain experience.

After graduating I worked in the technical field with Sejel in developing the technical services for Hajj and Umrah, from the career path, I am now confident to provide the following:

- Managing and activating technical support services starting from planning for the problem-solving process, and team management, until evaluating the customer's satisfaction by developing the process

- Project planning and managing starting from equipping centers, team building, talents acquisition, training, activation, supervising, evaluating, and budgeting, including the seasonal projects hiring and budgeting management for up to 300 employees.

After 13 years of experience, I started with Maimani properties company as an Administrative manager my responsibilities included all the management details.

Experience

Administrative manager

Maimani properties L.L.C Saudi Arabia JED

Sep 2018 - Present

My responsibilities included all the management details, from Organizing the functional structure, listing the tasks,

, making reports for decision-makers,

provide solutions and strategies for business development.

Recruit and train employees, Assess sta performance, and provide coaching and guidance to ensure maximum efficiency in Budgeting, planning, and investment management.

Monitor costs.

Extract the VAT for the payments with Zakat,Tax Authority.

Ensure the smooth and adequate ow of information within the company to facilitate other business operations.

Oversee facilities services, maintenance activities

Ensure operations adhere to policies and regulations

Keep abreast with all organizational changes and business developments.

Operations Manager

Tbayyan modern technology company Jeddah

2021 - Present

Manage the operation team for different applications projects by:

Working on finding solutions for successful procedures from Skcratch.

Develop the projects from ideas to process written pages.

Supervision and follow-up of a technical side for companies.

Determining the department's needs and proposing developmental technical services.

Team Lead

Sejel Technology Jeddah

2014 - 2021

Top Achievements:

- In 2015 the project for hiring 1300 employees for Tafweej services Hajj 1437 h

- In 2014 Tafweej project Umrah 1435 h in Almadinah Almunawarah, create 2 enters for Tafweej pilgrims in Almadinah Almonawarah.

-In 2015,2016 and 2017 a mandate to Indonesia led the workshop for electronic Visas for Indonesian pilgrims.

-In 2018 a mandate to Kuwait to strengthen the relations and Issuance of permits for GCC pilgrims.

-- Developing property management E system.

- I was working also as a talent hunter, by developing the team members from my team or others to put them in a place where they can shine, During my management, I started with 8 employees to increase the team up to 35 with higher responsibility within 4 years.

Customer support Center

Sejel Technology Jeddah

Aug 2010 - 2014

Expert in the following programs:

- Oracle Database

- Service Manager HP Tickteing system

- Microsoft Office (Word, Poer Point, Excel..)

- Windows Admins

- Jasper Reports

Education

Associate Degree

King Abdulaziz University Jeddah

2007 - 2010

From the King Abdulaziz University of Jeddah community college in computer information technology-network

with an accumulation grade point average 3 GOOD

Certifications & Courses

- ISO 9001 Quality Auditor 2022 - Alkabeer Center

- Internet Of Things and Promoting Opportunities 2020 - Droob

- Data Analysis 2020 - Droob

- PMP Course 2019 - Professional Engineering

- Human Resource Management (KPI'S) 2017 - Cambridge Training College Britain

- Creative Problem Solving 2017 - Top Trust

- Network Co-Training with STC 2010