

Faisal Albattal

Accommodation Officer

PERSONAL SUMMARY:

Highly efficient and diligent administrative officer professional with more than two years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with reports.

JOB OBJECTIVE:

Seeking position with organization that has the potential for career growth possibilities where experience in staffing, internal development and management, employee relations and project management will enhance a company's overall strategic plan and direction.

PROFESIONAL WORK EXPEREINCE:

- Accommodation Officer • E3 • Almarai. MAY-2019 till the date.
- DP Clerk • E1 • Almarai. MAR-2018 till MAY-2019.

Duties & Responsibilities as Accommodation Officer:

- Assisting Accommodation Manager in compilation and allocation of accommodation budget.
- Submitting purchase requisitions, purchase goods and, arrange to receive purchase goods into accommodation stores.
- Initiating disciplinary procedures against those not complying with standards or house rules.
- Conducting regular meetings with management to apprise them of ongoing activities.
- Report immediately or rectify any problems, damages or unsafe systems that maybe in place.
- Ensure accommodation is available for contract workers those who is having to stay on site.
- Assist Management to arrange of holiday schedules ensuring that entitlements are administered, and availed of as per the leave policy.
- Prepare all necessary reports for weekly, monthly accommodation Admin meeting, in co-ordination with relevant departments.
- Prepare OT report weekly and monthly for staffs, and Contractors Report to the Management.
- Carry out any other duties as may be assigned.

EDUCATION:

Diploma in Electronics Technology at Technical and Vocational Training Corporation in Alkharj 2011.

TRAINING & DEVELOPMENT:

- Planning, Organizing & Time Management Training.
- Administrative Professional Foundations.
- Administrative Professional Tips.
- How to be an Adaptable Employee during Change and Uncertainty.
- Tech Soft Skills: Effective Technical Communication.
- How to Be a Positive Leader.
- Working with Difficult People.
- Building Resilience as a Leader.
- Managing and Analyzing Data in Excel (Office 365/Excel 2019).
- Learning Data Analytics.
- Critical Thinking for Better Judgment and Decision-Making.
- Problem Solving Techniques.
- Developing Self-Awareness.
- Writing a Business Report.

STRENGTH:

- Strong skills in operating computer software required for business applications, such as Microsoft Office, Success factors, and SAP R/3.
- Logical decision maker with excellent problem resolving abilities.
- Ability to take up responsibilities, dealing with multiple assignments at once, and deliver positive and timely results.
- Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.

CONTACT DETAILS:

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