

Majed A.Alhabshi

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Dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Area of Expertise

- Operations
- Property Management
- Stakeholder Management
- Resource Management

Professional Experience

CEO

Majid Anam Abdul Hadi Al Habashi Est.

August 2021 – Present

- Managing the company day to day operations
- Manage stakeholders to ensure financial and operational integrity.
- Resource Management.
- Business Development for new projects

Operations Manager

Abdullah M. Bin –Saedan Real Estate Co.—Riyadh, Saudi Arabia

July 2019- July 2021

- Documentation and managing the Contracts and lease of the center.
- Follow and report the day-to-day Operations (Maintenance, Logistics, Security, Procurement and Communications) for the entire center.
- Arrange team meetings and follow the agreed actions in the meetings.
- Follow the daily work of soft services Operations and maintenance.
- Coordinate and oversees.
- Property management.
- Activities on site and ensure.
- Proper communication with the concerned department.
- Review and update budgets, financial plans and ensure compliance.
- Meet the staff, receive feedback on the daily tasks, and direct the team for actions.

HR & Admin Manager

Dallah Group, Alwakkan Company – Riyadh, Saudi Arabia

April 2011 - May 2019

Responsible for the company's entire HR & Admin process

HR Duties

- Developing, documenting, and periodically updating HR and Administration policies and procedures.
- Managing tasks related to the personnel for the employees, this includes attendance, circulars, salaries, vacations, performance appraisal, incentives, awards, warnings letters in addition to the issuance of all employees working permits, passports renewal, licenses renewal, visitors visit visa, and other formal papers related to the employees.
- Overseeing the full recruitment cycle, in particular contract preparation.
- Conducting interviews and reference checks on job applicants.
- Providing information and guidance to employees and managers on HR policy and Labor law.
- Managing the annual salary review process for the company.
- Promoting equality and diversity in the recruitment process.
- Managing payroll operations.
- Processing all Government Relations issues.
- Assisting with day-to-day HR related questions.
- Keeping up to date with legal developments.
- Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs, and headcount and advising on staff promotions.

Admin Duties

- Perform as the Projects Coordinator between the Contractors and the main office
- Documentation and managing the Contracts and lease of the residential Compound.
- Follow and report the day-to-day Operations (Maintenance, Logistics, Security, Procurement and Communications).
- Meet Customers and Help in marketing issues.
- Arrange team meetings and follow the agreed actions in the meetings.
- Developing, documenting, and updating all Safety policies and procedures.
- Follow the daily work of soft services contractors, and make sure the jobs are completed on time and as per the requirements.

Affluent Relationship Officer

National Commercial Bank (NCB) – Riyadh, Saudi Arabia

July 2006 - March 2011

- Community Service Relation Programs Officer for Central Region; building the charitable image and society functionality of the bank through sponsoring social occasions, gathering donations and reflecting the bright image of the bank.
- Cultivate and manage new and existing client relationships of high-net-worth individuals and their related businesses.
- Develop sales plan for each relationship to provide an array of services: investment management, estate planning, credit and personal banking products. Continually expand referral network

through contact with various internal business partners and external financial intermediaries.
Coordinate events/seminars for new business development.

- Developed and executed an effective business development plan through intermediaries, colleagues and existing client

Senior ATM and Points Sales Officer

Riyadh Bank – Riyadh, Saudi Arabia

June 2000 - June 2006

- ATM installation senior officer; supervising contractors and vendors during installment and commissioning of ATMs in central regions, coordinating with landlords to find suitable locations for
- ATMs, coordinating with communication center in the bank to verify the functionality of ATMs.
- Processing customer's transactions through web tools.
- Call Center officer processing daily customer's services for deposits, transfers, enquiries and problem solving.
- Interfacing with various internal departments to route administrative documents to relevant departments as well as ensuring lucid communication.
- Treasury Back Office for monetary exchange.

Sales Executive at Dallah

Dallah Group, (ART) – Riyadh, Saudi Arabia

February 1998 - February 1999

- Advising clients about service bouquets in view of requirements, executing requisite documentation and upgrading existing service standards, hence achieving the annual sales target set by the management team.
- Keeping close tabs on market requirements and competitor activities. Handling specific enquiries and replying to the marketing and customer service web / email inquiries.
- Recommend and implement a media relations program and plan, often encompassing a wide range of different techniques, to ensure a regular presence and share of voice in the target publications/media that are read by or listened to by the people who matter.

TRAINING COURSES

- [Journey to excellence through exceeding customers' expectations](#)

Riyadh Bank, Riyadh - KSA. Mar., 2001

- [How Financial Markets Operate](#)

The Institute of Banking, Riyadh Apr., 2001

- [Back Office Operations](#)

BIBF, Manamah – Bahrain May, 2001

- [Managing self, people and Teams – A Core programs](#)

The Institute of Banking, Riyadh Nov., 2001

- [English Language](#)

The Institute of Banking, Riyadh Jun., 2002

- [Personal Loans](#)

Riyadh Bank, Riyadh Jun., 2002

- [Siebel Call Center Phases 1 & 2](#)

IBM, Riyadh Mar., 2003

- [Engineering Team Development](#)

The Institute of Banking, Riyadh Oct., 2004

- [7 Habits What Matters Most](#)

The Institute of Banking, Riyadh Dec., 2004

- [ATM Familiarization & Remote Support Training](#)

NCR, Riyadh Mar., 2005

- [ATM Operations Training](#)

Alhamrani Universal, Riyadh March, 2005

- [Effective Communication Skills](#)

The Institute of Banking, Riyadh April, 2005

- [Effective Business Writing](#)

The Institute of Banking, Riyadh Nov., 2005

- [Affluent Customers Relationship Management](#)

The Institute of Banking, Riyadh Jan., 2008

- [Owners Association Manager](#)

Saudi Real Estate Institute, Riyadh Sep. 2019

- [Fundamentals of Facilities Management](#)

Saudi Real Estate Institute, Riyadh Sep. 2019

EDUCATION

Associate Degree in Banking Operations

Institute of Public Administration | Riyadh, Saudi Arabia | January 1999