



# Muhammed Hasabo

## Administrative Services Manager

### Contact



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### Summary

**I am seeking for Administrative Services Supervisor job. I have 12-year experience in the field as well as my practical experiences in PR, customer relations, contractual negotiations, arranging formal meetings, exhibitions, and conferences.**

**I have advanced skills in learning and adapting quickly in different workplaces.**

**Also I studied and obtained a some of certificate in Business Administration, Document Controlled Management and Executive leadership.**

### Education

- BA Sharia And Law  
Azhar University  
Sep 2010 - Present**
- Professional Research Master's  
Decreeing Business  
Administration  
Pennsylvania International  
Academy - USA  
Dec 2021 - Present**
- Scientific diploma Al-Azhar**

### Work Experience

#### **ARDIC Developments**

**Archive Section head & Administrative Assistant, Cairo  
Jun 2022 - Present**

- Organizing meetings, exhibitions and conferences for the company Work to establish a system of internal auditing and administrative documentary control Work to provide the best contracts for maintenance, supplies, headquarters rentals and transportation, provide a good work environment for employees, provide all the company's needs, and supervise administrative affairs staff (security personnel - drivers - assistance services).**
- Arrange airline and hotel reservations for meetings and conferences.**
- Arrange and prepare board meetings.**
- Secretary of Board of Directors Meetings.**
- Coordinator between the Board of Directors and the departments concerned.**
- Official Commissioner between the Company and the Ministries and Government Establishments.**

## Expertise Skill

### Operating System

**Microsoft office | Analytics |  
Interior design | Negotiation and  
management skills**

### Soft Skills

**Very social | Quick to adapt |  
Enjoy teamwork Lead a team or  
one of its members | Setting  
goals**

### APP

**AutoCAD - SketchUp  
Aconex - V-Ray  
CRM App**

## Work Experience

### **Senior Document Controller, Cairo Jun 2021 - Jun 2022**

- Proofread filenames, titles and submittal details to streamline
- submittal and avoid rejection.
- Created project control documentation to support needs of
- important projects.
- Coordinated document exchange between departments, contractors,
- 
- suppliers and customers.
- Maintained document archive and file server of approved documents and drawings to provide easy traceability and retrievability.
- Checked all types of documents, including blueprints and drawings for accuracy and completeness.
- Evaluated current document processes, suggested methods for change and implemented successful improvements.

### **Peter Furniture**

**General Coordinator, Giza Mar 2019 - May 2021**

- Used multiple information systems to analyze interactions and deliver detailed results.
- Managed member relationships by resolving problems.
- Projected enthusiasm, courteousness and confidence while conducting member transactions.
- Handled phone calls related to members' accounts or general questions about products and services.
- Arranged corporate and office conferences for company employees and guests.
- Maintained primary relationship accountability for clients, overall servicing responsibility and client satisfaction to maximize profitability of client relationships.

## Expertise Skill

- **The Leaders Preparation program**

Business and statistical researches center

Issued Jun 2022 · Expired Dec 2022

- **International Business Administration and Corporate Management**

The Housing and Building National Research Center in cooperation

cooperation Issued Jun 2022 · Expired Nov 2022

- **Problem Solving Techniques**

Linked in courses 2023

- **Be The Manager People Won't leave.**

Linked in courses 2023.

## Work Experience

### **Warehouse Supervisor & Document Controller, Giza**

**Jan 2018 - May 2019**

- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Completed transmittal logs and stored in files for specified durations.
- Maintained document control system including work instructions, procedures and associated databases.
- Communicated with clients to review contracts, answer questions and determine special circumstances.
- Developed and edited template contracts with changes in company's service lines or new developments.
- Provided leadership vision, direction, development and maintenance of multiple complex and high priority contracts between company and business partners, vendors and suppliers.
- Prepared digital files, physical documents and work requests in compliance with company guidelines.
- Released and updated drawings and specifications.
- Worked with internal staff to process documents and sent for closing.
- Provided assistance with document processes, both inbound and outbound, including document sorting, logging and work order creation.

## Work Experience

**Assistant Public Relations Manager,WAHA Italian Cheese, Cairo**  
**Feb 2017 - May 2019**

- Conducted market and public opinion research related to company's reputation and positioning among key stakeholder audiences.
- Raised brand awareness through consistent marketing efforts and product campaign launches.
- Created information architecture to format content and method of distribution.
- Provided staff training and mentorship in preparing communication content for different media outlets.
- Modeled innovative solutions to respond to organizational needs.

**Public Relations Editorial Assistant,RNN News, Giza**  
**Feb 2012 - Nov 2015**

- Created unified messaging of public relations efforts in conjunction with advertising campaigns by working closely with marketing peers.
- Responded to requests for information from media or designated appropriate spokesperson or information source.
- Prepared for public relations presentations and plans by gathering information on business objectives, vision, brand strategy, competition and industry trends.

## ACCOMPLISHMENTS

- I benefited from many advantages through functional diversity during my work.
- I was supervising the manufacture, installation and supply of more
- than 800 dressing room and kitchen units in more than one national project.
- I helped establish and develop the archive and document control
- department in my current work for all the company's construction and real estate projects