

Osamah Tanin

Administrative Specialist - CBP, CRM, Office Administration

Personal Information:

Date of birth: 5 Sep 1992

Address: Jeddah, Saudi Arabia

Phone number: +966-545 645 594

Email address: o-f-n@live.com

Profile

Experienced Administrative Specialist with 12 years of expertise in CBP, CRM, Office Administration, and Project Administration. Highly organized and detail-oriented, with a proven track record of coordinating and managing complex projects. Strong communication and team collaboration abilities ensure seamless project execution. Adept at prioritizing tasks, meeting deadlines, and exceeding client expectations. Seeking a challenging role to contribute to organizational success.

Work Experience

03/2023 – Current
Jeddah, Saudi Arabia

Project Administrator & Document Control Manager

Studio International Engineering Consultants (SIE)

- Manage and coordinate project documents, prepare drafts, and ensure overall document accuracy.
- Coordinate and control the collection, processing, filing and storage of project documents.
- Design and implement document control procedures and associated forms.
- Distribute and store documents appropriately, in both paper and electronic format.
- Prepare reports and document summaries.
- Maintain accurate records; and accurately create checklists and documentations.
- Prepare and submit requests for project authorization and budget updates.
- Proactively provide general project administration support and liaison services.
- Research, organize and update document records, as required.
- Monitor project and provide progress reports as required.
- Establish and maintain good communications within the project team, internal and external.
- Monitor and ensure deadlines are met.
- Prepare and maintain project timesheets and expenses records.
- Monitor and report project compliance with SIE standards.
- Ensure project data security and integrity.

04/2016 – 01/2023
Jeddah, Saudi Arabia

Executive Secretary & Document Control Manager

Solaiman A. El Kherei Architecture & Engineering Consultant

- Manage the day-to-day activities of the office and delegate tasks accordingly.
- Design and implement systems, procedures, and policies related to document control.
- Develop and maintain filing systems for the organization's documents.
- Monitor electronic document storage systems and ensure they are up to date.
- Review all incoming documents for accuracy and adherence to guidelines before they are filed in the document control system.
- Ensure to arrange for necessary document conservation and destruction.
- Attend meetings and take comprehensive notes, recording outcomes and ensuring all necessary follow up actions are completed
- Monitor company mailbox and respond professionally to emails and letters.
- Liaise with clients, ensuring that all queries and communications are responded to satisfactorily.
- Execute administrative duties for management personnel, such as managing calendars, making travel arrangements, and coordinating services.
- Manage resources, such as vehicles and equipment, and their use.
- Design and create templates for correspondence and other documents.
- Create reports, presentations, and other documents using different platforms and softwares.
- Monitor, organize, and track progress of projects and file all documents associated with relevant project.
- Develop and monitor indicators to measure the performance of document control systems.

12/2014 – 03/2016
Jeddah, Saudi Arabia

Service Coordinator

Islamic Development Bank

- Monitor customer service performance and customer feedback
- Work with department heads to develop and maintain standards of service delivery
- Resolve customer service issues in a timely and professional manner
- Lead and direct staff involved in service delivery

12/2013 – 06/2014
Jeddah, Saudi Arabia

Administrative assistant

MMEC Consultancy

- Managed and organized executive calendars, scheduling meetings and appointments, resulting in improved efficiency and productivity.
- Coordinated travel arrangements and accommodations for team members, ensuring smooth and seamless travel experiences.
- Developed and implemented efficient filing systems, resulting in streamlined document retrieval and improved workflow.
- Assisted with event planning and coordination, including logistics, catering, and vendor management, resulting in successful and memorable events.
- ensuring adherence to allocated financial resources.

07/2012 – 08/2013
Jeddah, Saudi Arabia

Data Entry Specialist

BRC Industrial (Saudi) LTD

- Coordinated and oversaw project schedules, ensuring the timely achievement of deadlines and milestones.
- Implemented efficient project communication channels, promoting effective information flow among team members and stakeholders.
- Developed and maintained comprehensive project documentation, including progress reports, meeting minutes, and action item logs, to ensure accurate and up-to-date record-keeping.
- Assisted in monitoring project budgets and tracking expenses, identifying cost-saving opportunities.

Educational Achievements:

1. **Diploma in Business Administration and Management, General**, KAU, Jeddah (2021 – Current)
2. **Bachelor's Degree in Engineering/Industrial Management**, Limkokwing University, Malaysia (2012 - 2014)
3. **Intermediate Business Two Certificate**, British Council, Jeddah (2016)
4. **Excellence in Business Communication Certificate**, IBTA (2014)
5. **Elementary 4 in English Language Certificate**, British Council, Jeddah (2012)
6. **English Language Certificate**, Canadian Creative Centre (2010)
7. **Information Technology Studies Certification**, JICC (2007)

Skills:

1. Advanced Project Coordination
2. Strategic Time Management
3. Effective Communication
4. Comprehensive Problem Solving
5. Document Control Management

Strengths:

1. Exceptionally Organized
2. Meticulously Detail-Oriented
3. Innovative Problem Solver
4. Efficient Multitasker
5. Skilled Communicator
6. Team Collaboration Specialist

Project Experience

1. Maersk Logistic Park, KSA – Jeddah Islamic Port
2. Samhan Herital Hotel, KSA – Riyadh
3. PIF - Saudi Entertainment Ventures, KSA – Mecca, Jeddah & Madina
4. Housing Ministry - (NHC) Oasis Dammam North Housing Complex (2952 Housing Units & Townhouse), KSA
- Dammam

I hereby declare that the above information is true in resume.