

# Abdelrahman Mohamed

## Administrator & Project Manager

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## Profile

A highly motivated Administrator and Project Manager with a strong passion for leadership, organization, and problem-solving. With comprehensive experience in both administrative management and technical support, I excel at overseeing operations, streamlining workflows, and ensuring exceptional service delivery. I currently manage multiple projects, maintaining high standards of efficiency and quality at every stage. I am continuously expanding my expertise, particularly in business administration and project management, to provide strategic value and innovation to any organization I join.

## Work Experience

### **Elite Shield** – General Supervisor and Recruitment Officer (September 2025 – Present)

- Directly supervised operational and administrative processes to ensure high-efficiency workflow.
- Led the entire recruitment and hiring process, from needs assessment to conducting interviews and selecting suitable candidates.
- Guided and trained teams to ensure adherence to quality standards and achievement of organizational goals.
- Implemented development plans and performance improvements to raise productivity and service levels.
- Managed and resolved operational and functional disputes and issues.

### **Al Almiya Alhura for Information Technology** – Administrator and Project Manager (December 2023 – September 2025)

- Oversaw multiple projects, ensuring smooth execution from initiation to completion.
- Provided comprehensive administrative and managerial support across departments.
- Organized and maintained company files, agendas, and critical documentation.
- Managed desk operations, including customer reception and check-in/check-out processes.
- Coordinated with cross-functional teams to ensure timely and high-quality task completion.
- Assessed employee performance and implemented process improvements to enhance operational efficiency.

### **Faiera Academy** – Operations Coordinator (August 2024 – January 2025)

- Coordinated daily operations to ensure a seamless workflow for all activities.
- Supported the organizational and operational aspects of training programs and events.
- Effectively communicated with trainers and participants to address their needs.
- Contributed to enhancing operational procedures for improved efficiency and quality.
- Prepared periodic performance reports and development recommendations for management.

### **AI Alfy Group for Real Estate Development** – Administrator and Technical Support Officer (February 2021 – December 2023)

- Monitored maintenance activities to keep the company's facilities in optimal condition.
- Assisted management with administrative operations and document control.
- Oversaw file maintenance and managed the company's central switchboard.
- Served as the primary point of contact for customers and coordinated internal and external communications.
- Supervised project execution, ensuring timely completion according to established schedules.

## Education

DELTA ACADEMY – Bachelor of Social Service (2020 – 2024)

## Training & Certifications

- PMP (Project Management Professional) Training – Al Almiya Alhura for Information Technology (Nov 2024 – Jan 2025)
- Business Administration Training

## Skills

Management & Organization | Leadership & Communication | Technical & Development

Administrative and Organizational Skills | Leadership and Team Management | Advanced Internet and Tech Skills

Time Management and Prioritization | Communication & Interpersonal Skills | Microsoft Office Suite (Word, Excel, PowerPoint)

Operations Coordination | Public Relations and Client Relations | Project management tools (Trello, Notion, ClickUp)

Process Improvement | Problem Solving | Graphic Design (Photoshop, Illustrator)

Event & Training Management | Recruitment and Onboarding | Creativity and Innovation

## Languages

Arabic – Native

English – Intermediate