

**SAKHR AHMED MUSAIED****PHONE CONTACT:**

Mobile No.  
050 8990053  
055 8226220

**EMAIL ADDRESS:**

[sakhr-alhusaini@hotmail.com](mailto:sakhr-alhusaini@hotmail.com)

**DATE OF BIRTH**

15 JAN 1993

**QUALIFICATION:**

Secondary School Passed

**DRIVING LICENSE:**

Valid U.A.E License

**CIVIL STATUS**

Married and Three Kids

**PROFILE:**

Dedicated and result oriented manager who possesses positive work approach with excellent communication, interpersonal presentation, client convincing, negotiation, and coordination.

**SKILLS:**

- Effective coordinator
- Successful at delivering in agreed deadlines
- Team Oriented

**VALUES:**

- Integrity
- Honesty
- Humility

**LANGUAGES:**

Arabic & English

**REFERENCE:**

Available Upon Request

**EXPERIENCE / SKILLS****Administration, Operations and Government Relations**

- Expertise in Administration, Transport Company Operations Management, Client Relationship, and monitoring business operations successfully.
- Demonstrated ability to establish quality relationship with Government officials for day-to-day operations of Administration Department
- Able to resolve the most difficult situations successfully to achieve win/win solutions.

**WORK HISTORY**

**Saeed & Mohammed Al Naboodah Holding, Dubai**  
**Al Naboodah Construction Group LLC & Al Naboodah National Plant and Equipment LLC**

**Jun 2012 Onwards**

**POSITION: SENIOR PR CO-ORDINATOR****RESPONSIBILITIES**

- Responsible for the administrative and support functions of the department for smooth functioning and provide administrative supporting of ongoing Construction projects in U.A.E.
- Liaison with respect to project requirements with all Municipal, RTA, police, Service Authorities, Import and Customs procedures where necessary to assist projects either at commencement or during the works including close out stage.
- Obtaining necessary approvals and circulate to concerned stakeholders.
- Obtaining, tracking, and extending NOC's as per request.
- Closing out fines and issues related with government bodies.
- Organizing for Inspections from various government authorities, prepare reports and other formalities as per Inspector.
- Supervise ACC (Civil & Building) Permit Section Staff and/or follow up the issue with DCA/Police, and Tracking the gate pass permit approvals
- Liaise with Administration Department for all required coordination with Municipal Engineer and the coordinate with Project staff.
- Leasing with Government agencies for Transportation vehicles.
- Provide support for passing & renewal and insurance for all company vehicles and equipment's in Dubai and Abu Dhabi branches.

- Follow up cases of sick/hospitalized employees and arrange payment for treatment.
- Organize medical examination of new employees and collect medical reports afterwards.
- In cases involving death of employees, arrange post-mortem procedures for completing the medico-legal requirements.

**QUALIFICATIONS:**

- Secondary School Passed, Al-Madam Secondary (Boys School in UAE in 06/2009)
- High school certificate (88%) in 2009
- Full course in English language in Presidency Educational Institute, Dubai.

**TRAINING ATTENDED:**

- Attended Dubai Municipality Conducted 2 Days training for New Building Permit System - Dec 2017
- Attended Dubai Civil Aviation Exhibition of International Government Achievements in April 2018

**ACHIEVEMENTS:**

"Best Employee Heritage Appreciation" awarded from Al Naboodah Group Enterprises during year 2017.

**EXTRA ACTIVITIES:**

Football, Reading and Travelling