



Ahmad Al Qudah

Administrator

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🚗 UAE Driving license

Summary

Administrator, Office management, PRO services, and customer services with 12 years experience in UAE.

Work Experience

- | | |
|---|-------------------|
| Public Relations Officer | 11.2020 – 03.2022 |
| Freiburg Contracting & General Maintenance | Abu Dhabi, UAE |
| <ul style="list-style-type: none">• Apply for Security Passes.• Follow up on Permits gates.• Printing Security Passes on ASAS System.• Printing Security Passes on Tarsal System.• Follow up on expired permits. | |
| Public Relations Officer | 05.2018 – 10.2020 |
| Civil Power General Contracting | Abu Dhabi, UAE |
| <ul style="list-style-type: none">• Apply for Security Passes.• Printing Security Passes on ASAS System.• Printing Security Passes on Tarsal System. | |
| HR & PR Coordinator | 09.2016 – 05.2018 |
| Louzan Group | Al Ain, UAE |
| <ul style="list-style-type: none">• Checking and preparing all Expiry Reports for VISA, Labor Card, Health insurance, Passport. Tenancy Contract, License, Civil Defense, Emirates ID, Immigration Card, Iced and Fauri.• Process all employment s applications and assist in other employment activities.• Assigning employees for their Leave Applications.• Preparing the Starter Form for New Joiners.• Preparing all applications of employees such as Leave Application, Resumption of Duty, salary Advance, Loans, Leave Salary. | |

Administrator & HR Officer

05.2015 – 09.2016

Combined Group Contracting

Abu Dhabi, UAE

- The planning of the monthly report & Planning man power daily
- Payroll monthly.
- Follow-up of administrative tasks related to annual leave staff.

WPS Officer

10.2013 – 04.2015

Al Ansari Exchange

Abu Dhabi, UAE

- Opening Account of the facility in the WPS.
- Issuance of credit card to pay.
- Issuing salary certificate.
- Add Employee in WPS system.
- Send the payroll of the central bank.
- Customers Service.

Admin Coordinator

11.2010 – 08.2013

Emirates Transport

Al Ain, UAE

- Follow-up time & Attendance and Absence.
- All edit decisions appointment & dismissal and resignations and vacations.
- Prepare and edit disclosed monthly salaries.
- The daily mail processing (memos, circulars, administrative documents and management).
- Follow-up of administrative tasks related to annual leave staff.

Education

BA in Financial and Banking, Money and Business

2009

Jerash Privet University

Jordan

Skills

- MS Office
- Leadership
- Time management
- Communication
- Adaptability
- Creativity

Languages

English



Arabic



Courses

Customer services and dealing

Al Ansari Exchange

The art of etiquette & dealing with others

Emirates Transport