

Dhulfiqar Al-rubaye

9505 Menard street
226-260-5918 | dhualfiqar.canada@gmail.com

EXPERIENCE

SB Hair transplant

Windsor, Canada

Office Manager

2017 – 2018

Responsibilities

- Organize and schedule meetings and appointments
- Partner with HR to maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Provide general support to visitors
- Responsible for creating PowerPoint slides and making presentations
- Manage executives' schedules, calendars and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Ensure that results are measured against standards, while making necessary changes along the way
- Allocate tasks and assignments to subordinates and monitor their performance
- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff

- Perform review and analysis of special projects and keep the management properly informed
- Determine current trends and provide a review to management to act on
- Responsible for recruiting staff for the office and providing orientation and training to new employees
- Ensure top performance of office staff by providing them adequate coaching and guidance
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
- Participate actively in the planning and execution of company events
- Responsible for developing standards and promoting activities that enhance operational procedures
- Allocate available resources to enable successful task performance

Iraqi Embassy

Gaziantep, Turkey

Administrative Employee

Jan 2014

- Perform administrative duties (including documents distribution/collection/filing).
- Compile non-conformance report and expedite on closing of product discrepancy.
- Assist to answer incoming calls and message taking.
- Other related admin duties as assigned.

Prime minister

Baghdad, Iraq

Media department

2009 – 2013

Responsibilities

- Tap editor
- Web manager
- Photo shop planning manager
- Radio assistant manager
- Khalidon TV/Radio Manager

EDUCATION

University of Baghdad (Business Administration Department)

Bachelor Degree

2009 – 2012

LANGUAGE

English C2

Arabic C2

Turkish C1

CERTIFICATE'S

ISO 9001-2015 Quality Management	Udemy (Online Education)
Diploma in Computer Network IT	Alison (Online Education)
Language in English(Speaking and writing)	Alison (Online Education)
Project Management	Udemy (Online Education)
Emergency first Aid CPR .C & AED	Canadian Red Cross
Worker Health and Safety Awareness	Ontario Ministry of Labour

REFERENCES

- Available upon request