

GLOBAL MODULAR PARTNERS, LLC



NABILA HINDAILEH **Senior Administrator**

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www.globalmodularpartners.com

PROFESSIONAL EXPERIENCE

1. Global Modular Partners, LLC

03/2020 – To date

“Senior Administrator | Middle East, www.globalmodularpartners.com

- Guiding the organization’s activities.
- Identifying opportunities to improve a business’ policies or objectives.
- Ensuring a company is operating securely and effectively.
- Preparing and reviewing operational reports.

2. Consolidated Contractors Company Ltd. Amman, Jordan 11/2018 – 02/2019

“Senior Administrator”, www.ccc.net

- Assist in preparation of proposal and presentation related to facility management, assures of compiling, binding them and make required copies before submitting to the clients.
- In charge of area personnel, CM staff records such as leaves, daily time sheet, monthly time sheet, business travel, monthly overtime, and other employment documents.
- Assist in preparing and follow up the yearly annual leave schedule for the CM staff to avoid overlapping coordinate with personnel records.
- Supervises all the matters related to administrations and secretarial staff.
- Assist in prepare administer contracts and power of attorneys.
- Hand over management documents information and data needed processing by the concerned CM personnel.
- Organizing and storing paperwork and manage storage and security of documents and computer-based information.
- Prepare Business Cards for the employees.

3. Consolidated Contractors Company Ltd. Amman, Jordan 02/2007 – 11/2018 “Senior

“Administrator for the CM Division”, www.ccc.net

- Manage Company Profile, Pre-qualification Documents, Company’s Brochures.
- Assist in preparing of proposals and presentations related to Construction Management.
- Performs Organization Charts, Bar-charts, Formats and Samples.
- Preparing letters to Ministry of interior and Embassies for CCC employees.
- Monitor and check in and out mail, prepare letters, reports, tenders, contracts agreements, and other duties assigned by the top management.
- Ordering stationery and equipment related to the Construction Management Division.
- Document controlling and follow up to ensure having the feedback on time and computerize filing system.
- Ensure that all company administrative instructions and procedures are circulated to the concerned responsible persons.
- Prepare and Follow-up the publication and business cards related to the CM Division.

- Assist in preparing administer contracts and power of attorneys.

4. **The Morganti Group, INC. Amman, Jordan**

8/2004 – 1/2007

“Administrator”, www.ccc.net

- Manages daily administrative operations of a department including establishing work priorities; assist in resolving problems related to day-to-day operations.
- Order and check record stationery received & allocate to appropriate departments, at the Area Office Building.
- Operates the Talisman system to input all office consumables and stationery for control and reports purposes arranged to the upper management.
- Follow up all maintenance contracts, newspaper membership, furniture invoices related to the Area Office.
- Handles all matters related to Orange, Zain, Express, and handsets for all Phones Companies, updates and follow ups.
- Prepare regular monthly report and follow up Servicing of Office Equipment (maintenance and repair) at the area Office Building.
- Assists in personnel function, such as, Offers, Contracts, C.V.'s, recruitment and travel.
- Manage office functions efficiently, establish priority and organize work.
- Assist staff in preparing and updating their C.V.'s. and perform Data Entry input for Company's CV's, using VBC
- Preparing Offers and Contracts for the Employees related to Main Office and company's projects.
- Assist and follow up recruitments for the projects.
- Prepare and type the departments Correspondences and track and allocate all invoices for the projects.
- Prepare Forms, Presentation, organization Charts, and Prepare the Statement of Attendance Sheet.
- Helps Accounts Department in Bank Books, Letters of Credit, Forms, Social Security, Medical Claims and General Typing, and Arrange the forms for social security department for the project's employees.
- Thorough knowledge of labor laws and social security procedures.

5. **Consolidated Contractors Company Ltd. Amman, Jordan** 6/1989 – 7/2004

“Administrative Assistant for Recruitment Department”, www.ccc.net

- Responsible for ensuring smooth recruitment process whatever the projects need, and scheduling trip as consignment concerning the Recruits Staff.
- Deployed recruitment advertising the post at local Newspapers.
- Tracking travel arrangement and transportation.
- Preparing Contracts of Services and \or Offers and entering the contract on the system.
- Prepares Monthly Report for Recruitment, receives all Mails, faxes and distribute it.
- Follows up all Services Correspondence such as: Mail to Managing Office Athens, Branches, Projects, shipments, payments...etc.
- Preparing all Governmental Letters and letters to obtain visas from Embassies and no objection permit from Ministry of Interior.
- Perform some accounting tasks, including invoicing and checking the statement of employee's tickets, prepare cheques to the suppliers.
- Ensures proper implementations of set training plans such as University Students and/or training CCC employees in house.

6. **Halaby Drug Store. Amman, Jordan** 6/1989 – 7/2004

“Accounts Assistant \ Secretary”,

- Calculates and Prepares Invoices to Pharmacies and Clients.
- Follows-up payment certificates with clients for settlement.

- Performing clerical tasks, including processing, and recording transaction, preparing reports and budget.
- Analyses & Summarizes Monthly Reports and checking Monthly statement.

EDUCATION

- Baghdad University, Baghdad, Iraq BBA, Business Administration, June 1987
- Al-Quds College, Amman, Jordan High School Diploma, Banking and Financial Sciences, June 1984

CERTIFICATES

- First Certificate in English Language, British Council, 1990.
- HR Course and HR Advance Excel.
- Ethics & Anti-Corruption Course, 2018.
- Ethics & Anti-Corruption Course, 2015.