



# YOUSEF JAMALI

Jeddah, SA

## ADMIN MAINTENANCE OFFICER

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### SUMMARY

Dynamic and results-driven professional with a strong focus on leadership, management, and team motivation. Seeking a leadership position with a progressive, growing company where I can leverage my experience in overseeing teams, optimizing workflows, and driving productivity. Adept at managing operational efficiency, ensuring safety compliance, and fostering a collaborative team environment to meet company goals and exceed performance expectations. Experienced in fleet management, with a proven ability to manage diverse teams and operations.

### SKILLS

#### WORK UNDER PRESSURE



#### LEADERSHIP



### WORK EXPERIENCE

#### MEGAMIND IT SOLUTIONS

2023-09 -2025-02

##### Admin Maintenance Officer

- Provide administrative support to staff members, including assisting with office-related tasks or other departmental needs.
- Coordinate internal company events, seminars, workshops, or team-building activities.
- Assist in the onboarding process for new employees, including preparing training materials and coordinating training sessions.
- Handle inquiries, complaints, and feedback, ensuring excellent service and fostering positive relationships with customers and partners.
- Ensure adherence to company policies, procedures, and compliance requirements. Assist in updating and maintaining policies when needed.
- Organize travel logistics for employees, including booking flights, hotels, transportation, and providing itineraries. Maintain office supplies inventory, order new supplies as needed, and track usage to prevent shortages.
- Manage calendars for executives or department heads, scheduling meetings, appointments, and events as needed.

#### CASPER & GAMBINI'S

#### RESTAURANT

2015-08 -2023-08

##### Head of drivers, Purchasing & Call Center

- Supervising the team of drivers and monitoring and evaluating their performance, Coordinating with drivers to make sure the goods will be delivered on time without any delay, Solving issues in-case any delay occurs.
- Reporting vehicle hazards to the line Manager/Technical referent as well, Doing monthly service reports/Spare parts/ consumption etc of each vehicle.
- Conducting research on potential products, vendors and services to compare price and quality to ensure the best deal. On Call with delivery provider and warehouse team to ensure goods are received on time.
- Inspecting purchased products upon delivery and reporting issues timely.

#### ATTIEH STEEL CO.

##### Industrial Sales representative

2013-08 - 2015-07

- Responsible for handling sales functions for the company's largest customers.

- Applying excellent customer service skills whilst offering advice and assistance to customers in a professional and efficient manner.
- Maintained vendor relations the purchasing of industrial products.
- Attending and engaging in team meetings relating to budgets and targets and company updates.

#### UPTOWN 966

#### RESTAURANT

2004-07 - 2013-07

#### Head Of Drivers

- Accountable and responsible under the roof team & Ensure work flow under the roof is safe and smooth.
- Engaged with drivers and customer in-case any delay occurs on delivery.
- Arranging driver for early morning if any request by customer for early delivery in meeting or seminar for School, Offices etc.
- Being ready for any emergency individual or bulk orders.

#### UPTOWN 966

#### RESTAURANT

2003-02 -2004-07

#### Delivery Driver

- Joined restaurant as delivery driver on 2004 started few days to help and learn from other drivers.
- Achieved many appreciation from colleagues and management.
- Good learner and supportive, become best driver in few months, Good communication skills to talk fluent in Arabic and english.
- Making sure to deliver the goods on time without any delay for customer satisfaction.

#### EDUCATION

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#### PAKISTAN

#### INTERNATIONAL

#### SCHOOL OF JEDDAH

1999-03 - 2001-02

#### Higher Secondary Education

- Completed the Higher Secondary Certificate with a focus on *Business*
- *Demonstrated strong time-management, communication, and problem-solving skills during coursework and group projects.*

#### UPTOWN 966

#### RESTAURANT

2018 - 2019the

#### Employee of the Year

- Recognized for exceptional performance, dedication, and contribution to the restaurant's success over the course of year.
- Consistently exceeded performance targets, contributing to a positive and efficient work environment.
- Praised for outstanding customer service, teamwork, and leadership in daily operations, enhancing the overall dining experience.
- Acknowledged for a strong work ethic, going above and beyond to ensure customer satisfaction and team success.

#### LANGUAGES

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ARABIC (FLUENT)

ENGLISH (FLUENT)

URDU (FLUENT)

#### EXPERTISE

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#### Creativity



#### COMPUTER SKILLS



#### MS-EXCEL



#### MS-WORD



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