

# Ehab Elokda

Al-Murabba district, Riyadh • 0581294391 • Ehab.Ahmed30@gmail.com

## Administration Manager

Motivated and results-driven administrative professional with proven expertise in delegating, directing, and monitoring clerical operations. Skilled in staff training, schedule coordination, workflow optimization, and performance management. Adept at maintaining accuracy in fast-paced environments and multitasking effectively to ensure seamless administrative support and operational efficiency.

### WORK EXPERIENCE

#### NAIA Development

01/2024 - 12/2024

##### Administration Manager • Full-time

- Directed and coordinated core administrative services, including facilities maintenance, security, cleaning, buffet operations, and carpooling.
- Oversaw building operations and ensured compliance with security and maintenance standards.
- Revised and optimized the annual facilities budget of **2M EGP**, achieving a **10% cost reduction** across key services: security, transportation, accommodation, cleaning, and catering.
- Resolved cross-departmental operational challenges, maintaining smooth workflows with minimal disruption.
- Managed office inventory and procurement, maintaining quality within strict budget parameters.
- Led the development and execution of administrative project plans to enhance efficiency and service delivery.
- Supported marketing and sales teams with event logistics, vendor coordination, and on-site execution.
- Reviewed and approved departmental invoices and purchase orders, ensuring financial accuracy and policy compliance.
- Supervised administrative operations across multiple company branches, managing a **team of 48 employees** and ensuring consistent service quality.
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#### Givaudan Egypt

02/2020 - 07/2021

##### Administration Manager • Full-time

- Supervised and coordinated third-party contractors for **security, cleaning, transportation, and catering**, ensuring high-quality service delivery and operational efficiency.
- Negotiated contracts and optimized routes with staff transportation providers, enhancing service value and reducing costs.
- Led food service operations, ensuring **high standards of hygiene**, quality, and employee satisfaction with menu variety.
- Revised the annual **facilities budget of 15M EGP**, implementing cost-saving strategies that resulted in a **5% reduction in expenses**.
- Planned and executed building improvements to meet evolving tenant and company requirements.
- Managed office inventory and procurement, ensuring supplies were purchased within budget and aligned with operational needs.
- Oversaw development and implementation of **project plans to enhance central administration services**.
- Evaluated staff performance based on KPIs, providing coaching and actionable feedback to drive improvement.
- Handled general office functions, including **recycling programs and building maintenance**, in collaboration with external contractors.
- Acted as a key problem-solver, supporting the administration team and ensuring minimal disruption to business operations.

## Mars Egypt

04/2017 – 02/2020

### Fleet Manager • Full-time

- Managed the company's transportation operations, including **service cars, fleet maintenance**, and implementation of facility management policies.
- Controlled and optimized a **fleet management budget of 18M EGP**, aligning with financial procedures and achieving a **10% reduction in operational costs** through strategic planning and cost-saving initiatives.
- Oversaw all aspects of fleet usage for business missions, including vehicle scheduling, maintenance, and fuel consumption monitoring.
- Conducted **regular safety sessions** for drivers and enforced compliance with safety standards and regulations.
- Supervised vehicle inspections and ensured adherence to **company safety and quality protocols**.
- Audited and reconciled monthly invoices against contracts and services rendered, resolving discrepancies efficiently.
- Developed and maintained detailed records of vehicle servicing, inspection logs, and grey fleet documentation in line with compliance requirements.
- Utilized fleet tracking software to monitor performance, generate reports, and identify improvement opportunities.
- Designed **efficient driver schedules** to reduce downtime, improve utilization, and support operational goals.
- Analyzed driver performance and behavior, ensuring excellent service quality and adherence to company standards.
- Supervised **preventive maintenance plans** to minimize breakdowns and ensure optimal fleet functionality.
- Built and maintained relationships with suppliers for fleet procurement and servicing, **negotiating favorable terms and contracts**.
- Maintained comprehensive electronic databases for hires, purchases, and vehicle allocation for real-time tracking and analysis.
- Collaborated with internal stakeholders to **communicate fleet updates**, resolve issues, and align transportation strategy with business needs.
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## EDITA for the Food Industry

03/2014 – 03/2017

### Administration Section Head • Full-time

- Streamlined office operations by organizing and executing core administrative functions.
- Scheduled and coordinated meetings, events, and appointments with internal and external stakeholders.
- Managed clerical tasks such as filing, data entry, and business correspondence.
- Enhanced workflow efficiency through improved administrative processes and systems.
- Developed and monitored the administrative budget, optimizing resource allocation and controlling costs.
- Oversaw contracts and billing for service providers including mobile services, medical insurance, meals, transportation, and other employee benefits.
- Arranged logistics and travel for employees, including transport and accommodation planning.
- Maintained hygiene and safety standards in the Administration Building to ensure a healthy work environment.
- Supervised and mentored administrative staff, offering training and developmental support.
- Researched and implemented competitive employee benefit programs to boost retention and satisfaction.

**HESS Egypt for Petroleum  
Administration Specialist • Full-time**

**02/2009 – 02/2014**

- Supervised service contractors across maintenance, security, housekeeping, gardening, and office support, ensuring high-quality service delivery.
- Managed contracts and services for multiple telecom providers (Vodafone, Mobinil, Etisalat, Telecom Egypt, OSN, TE-Data, Link, Alkan, and radio communications).
- Oversaw the Security Department, enforcing safety protocols and maintaining secure premises.
- Coordinated maintenance and repair activities for offices, expatriate housing, and guest accommodations.
- Handled administrative petty cash and official correspondence, maintaining transparency and organized records.
- Managed company transportation services, coordinating employee travel and ensuring vehicle upkeep and availability.

**EDUCATION**

**Bachelor of Commerce in Accounting in Accounting**

Al-Azhar University

**SKILLS**

- **Administrative & Operational:** Budget Management, Contract Management, Vendor Management, Policy and Procedures, Inventory Management, Workflow Planning, Policy and Procedures
- **Analytical & Technical:** Documentation, Filing Systems, Project Planning, Microsoft Office Suite (Word, Excel, PowerPoint)
- **Leadership & Communication:** Motivational Leadership, Teamwork, Leadership Skills, Communication Skills, Interpersonal Skills, Stakeholder Communication
- **Problem Solving & Organization:** Problem Resolution, Time Management, Safety Procedures