

# Adel Sari Al-Nammari

Manama – Kingdom of Bahrain

Mobile: +973 39590889

E-Mail: [adel.nammari@gmail.com](mailto:adel.nammari@gmail.com)

## PERSONAL DATA

Place of Birth: Kuwait

Date of Birth: May 24th, 1986

Marital Status: Married

Nationality: Jordanian

## PROFILE

A seasoned Administrative Affairs professional with a knack for details and aspiration to perfection, powered with solid financial background, understanding and expertise, along with more than 10 years of proven professional experience.

## EXPERIENCE

### ▪ Lamar Holding

Sep 2016 – Present

Manama – Kingdom of Bahrain / Khobar – Saudi Arabia

#### Administrative Affairs Officer

##### Roles and Responsibilities:

- Maintains office services by organizing office operations and procedure; controlling correspondence; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Design filing systems & ensure filing systems are maintained and up to date manually and electronically (Contracts, employee's records, etc.).
- Work closely with Corporate Affairs Director regarding companies CRs (Issuance of new CRs, Renewals, Amendments, etc.).
- Coordinate with IT suppliers on all software and office equipment.
- Administer Human Resource processes and systems such as RP expiry dates, Saudi re-entry visa and recruitment for new employees (LMRA and visa submission).
- Maintain the leave management system.
- Maintain insurance coverage for employees and their families.
- Manage the company vehicles data base (Insurance, registration and authorizations for Saudi Vehicles).
- Administer the issuance of visas and letters of invitation for company's guests, and provide general support to them.
- Monitor and process accounts payable and accounts receivable such as issuing invoices, payment follow up and supplier's payment.

▪ **Aramex Bahrain**

**Oct 2012 – Sep 2016**

Manama – Kingdom of Bahrain

**Accountant**

**Roles and Responsibilities:**

- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Verifies validity of invoices discrepancies by obtaining and investigating information from operations team, customer service department, and from customer.
- Facilitate payment of invoices due by examining customer payment plans, sending bill reminders and contacting clients.
- Generate statement of account and reports detailing accounts receivable status.
- Assisting Head of Invoicing for monthly closing.
- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Disburses petty cash by recording entry and verifying documentation.
- Delivering cost savings for the company by finding alternative suppliers and methods with better prices and services.

▪ **British American Tobacco**

**Jan 2010 – Feb 2012**

Manama – Kingdom of Bahrain

**Trade Marketing Representative**

**Roles and Responsibilities:**

- Executing the marketing activities in the outlets located within the assigned territory in order to meet customers and consumers objectives
- Developing an effective working relationship with customers by providing assistance and support through regular communication and prompt handling of problems and requests.
- Providing retail environment feedback and analysis to Marketing Communication Manager to develop appropriate retail touch points.
- Providing data and maintaining accurate records on competitors' moves, sales and distribution performance in order to guarantee that management is fully informed at all times
- Managing all assigned funds, materials and equipment in a secure and efficient manner in order to maximize the use of organization assets
- Monitoring brands performance in the outlets.

▪ **The Kingdom Group**

**Jan 2009 – May 2009**

Manama – Kingdom of Bahrain

**Purchase Agent (Trainee)**

**Roles and Responsibilities:**

- Reconciling Statement of Account.
- Preparing monthly reports for purchase department.
- Receiving and processing of invoices from suppliers and vendors.
- Reconciling invoices to their relevant local purchase orders.
- Validating bills received from suppliers and ensuring their accuracy and compliance.

## EDUCATION

- **The Hashemite University – Jordan** **2004 - 2008**  
B.A. - Financial Economics / GPA 3.10/4.00
- **Arab Model Schools – Amman, Jordan** **2004**  
General Secondary Education Certificate – Scientific Stream

## LANGUAGES

- Arabic: Mother Tongue
- English: Fluently speaking, reading and writing

## SKILLS

- Computer-literate performer with extensive software proficiency covering a wide variety of application such as MS Office
- Innovative problem-solver who can generate workable solutions and resolve complaints.
- Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple current projects.