

RAMY HAMODA

GM OFFICE MANAGER & RECRUITMENT SUPERVISOR



8060 PRINCE ABDULAZIZ IBN
MUSAID IBN JALAWI ST, Riyadh,
12223, Saudi Arabia

ABOUT ME

Results-driven Office Manager with over 18 years of experience in office administration, human resources, and sales. Skilled in managing cross-functional teams, optimizing office operations, and ensuring organizational efficiency. Proven ability to implement strategic initiatives, drive process improvements, and deliver high-quality administrative support in a fast-paced environment.

EDUCATION

Diploma, Human Resources Advanced Diploma, EGYCHAM 2024

Diploma, Human Resources Development, EGYCHAM 2024

BACHELOR OF PHYSICAL EDUCATION, Alexandria University, Alexandria 2005

ISO 45001: 2018 Essentials, SMG ,Sustainable Management Group, Riyadh 2026

SKILLS

Problem Solving

HR&Recruitment

Project Management

Administration management

IT Sales &retail

Microsoft Office

LANGUAGES

English

Arabic

WORK EXPERIENCE

GM Office Manager & Recruitment Supervisor, Nahil Computers, Riyadh
Jun 2014 - Nov 2025

- Responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Follow up and implement office policies.
- Establish standards and procedures.
- Organize office operations and ensure procedures are met.
- Supervise office staff.
- Assign and monitor clerical and secretarial functions.
- Recruit office staff in coordination with management.
- Evaluate staff performance.
- Oversee and refine recruiting procedures, including job application and onboarding processes.
- Lead and mentor the recruitment team, monitoring performance and metrics.
- Implement advanced sourcing methods such as Boolean searches and social recruiting.
- Collaborate with department managers to forecast future hiring needs and recommend job advertising options.
- Build a professional network with HR professionals, colleges, and partners.
- Organize participation in job fairs and career events.

Recruitment Supervisor, Andalusia Health Egypt, Alexandria
Jun 2013 - Jun 2014

- Directed recruitment activities, including job postings, interview scheduling, and documentation.
- Developed and implemented recruitment strategies in collaboration with HR specialists.
- Supervised and coached HR recruiters, providing feedback and fostering growth.
- Conducted interviews and made hiring recommendations.
- Established candidate pools for diverse roles.

Personal Assistant Chief Strategy & Program Management Officer (Strategy Team)
Nov 2012 - Jul 2013

- Devising and maintaining office systems, including data management and filing.
- Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.
- Organizing and maintaining diaries and making appointments.
- Dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
- Taking dictation and minutes.
- Organizing and attending meetings and ensuring the manager is well prepared for meetings.

Administrative & Recruitment Specialist, American International Contractors, Inc., Cairo
Sep 2012 - Nov 2012

- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
- Devising and maintaining office systems.
- Booking rooms and conference facilities.
- Using content management systems to maintain and update websites and internal databases.
- Attending meetings, taking minutes and keeping notes.
- Recruiting, training and supervising junior staff and delegating work as required.

Admin & Document Control & Secretary, Kharafi National, Damietta, Dumyat
Jan 2011 - Sep 2012

- Coordinate document control procedures for technical and commercial correspondence.
- Maintain updated and accurate document registers.
- Generate and distribute document control reports.
- Safeguard document integrity and ensure easy traceability.
- Manage controlled document distribution for stakeholders.
- Handled sensitive information discreetly, maintaining confidentiality when managing personnel files or financial data.
- Maintained daily report documents, memos and invoices.

Branch Sales Manager, Raya Holding for Financial Investments, Alexandria
Aug 2005 - Jan 2011

- Led branch operations for various electronic and IT products.
- Managed and motivated sales teams to achieve targets.
- Controlled stock levels and optimized inventory management.
- Analyzed sales data to forecast future trends and maximize profits.
- Conducted performance reviews and staff training sessions.
- Maintained quality standards, customer service, and HSE compliance.
- Monitored market trends and competitor strategies.
- Developed strong relationships with clients, resulting in increased customer satisfaction and loyalty.
- Monitored industry trends to inform the introduction of relevant new products/services which contributed to increased profitability.