

Abdullah Saeed Kadoor *Adminstration Assisitent*

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📍 Al Khober

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Profile

An Administrative Assistant with a Master's in Project Management and over 4 years of experience in business administration, specializing in real estate. Skilled in reporting, email management, and document coordination. Proven ability to manage office operations, work under pressure, and contribute to organizational success through strong teamwork and communication.

Professional Experience

06/2021 – present
Al-Khober

Adminstration Assistern & Leasing Supervisor

Jad Executive Real Estate

- Oversee leasing operations, including drafting, reviewing, and executing rental contracts for residential and commercial properties and facilitating communication between tenants and landlords.
- Manage tenant relations, handling inquiries, resolving lease disputes, and implementing strategies to maintain high occupancy rates.
- Supervise daily property management activities, ensuring efficiency, compliance, and tenant satisfaction.
- Assist in real estate marketing efforts, promoting properties to attract tenants and corporate clients.
- Ensure compliance with leasing policies, maintaining accurate financial and legal documentation.
- Coordinate cross-departmental efforts to optimize office operations and enhance client services.

11/2019 – 05/2021
Alkhober

Sales and Marketing Manager

Rima Towers for Property Management (Jad Executive Real Estate)

- Promoting multiple residential complexes, attracting top clients and companies, and offering tailored solutions and facilitation to meet their needs.
- Developed strategic partnerships with top clients and businesses to enhance property leasing rates.
- Negotiated contracts, offering customized solutions and incentives for corporate clients.
- Improved team efficiency, ensuring high-quality after-sales service and long-term tenant relationships.

05/2019 – 11/2019
Arar, Saudi Arabia

Human resources Assistant

Nasser Saleh Sons Company

- Assisted with recruitment, onboarding, and employee record management.
- Coordinated payroll, benefits administration, and compliance processes.

Projects

T.S.C Project (Commercial Project)

Client representative

Monitored project progress and critical paths using Primavera (P6) to ensure timely completion. Reviewed contractor reports, Extensions of Time (EOT), and conducted weekly schedule updates. Attended meetings to ensure alignment with the approved project schedule.

Education

2016 – 2018	Master's Degree in MBAPM (Project Management)
Kuala Lumpur, Malaysia	<i>Limkokwing University of Creative Technology</i> 
2012 – 2016	Bachelor of Business Administration in International Business
Cyberjaya,	<i>Limkokwing University of Creative Technology</i> 
Cyberjaya, Malaysia	

Skills

Public Relations

Leasing Management

Communication & Team work

Time Management

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Team Support & Collaboration

Customer Inquiries Handling

Languages

- Arabic
- English

Courses

Comprehensive Marketing Training Diploma.
Mastery Academy (Online)

Course in Time management
EDRAAk (Online)

Swift for Professionals using Microsoft Office and Outlook.
NIIT (Bangalore - INDIA)

Installing, Configuring, and Troubleshooting Desktop Hardware And Software
NIIT (Bangalore - INDIA)

English (IELTS).
International House (Malaysia)