Maya Haddad

Operations & Project Delivery

Dubai, United Arab Emirates · maya@example.com

Profile

Operations professional with seven years of experience in project coordination, supplier relationships and multi-site delivery. Combines structured planning with hands-on coordination to help teams deliver consistently.

Experience

Operations Coordinator

Jan 2021 – Present

North Harbour Projects · Dubai, UAE

- Worked with suppliers and managed deliveries for several sites.
- Maintained a shared delivery schedule and coordinated weekly handovers between site teams.
- Prepared monthly operational reports for the project director.

Project Assistant

Sep 2019 – Dec 2020

Westfield Services · Dubai, UAE

- Supported project reporting, procurement documentation and supplier onboarding.

Education

BSc Business Administration

2015 – 2019

Example University

Selected projects

Regional delivery rollout — 2024

North Harbour Projects

Contribution

Coordinated six suppliers across three sites, aligning delivery schedules and resolving handover issues.

Skills

Delivery

Supplier coordination · Delivery planning

Reporting & collaboration

Project reporting · Excel · Stakeholder communication

Languages

English · Arabic