**AHMED**

 ahmed.150076@2freemail.com

**R E S U L T D R I V E N P R O F E S S I O N A L**

***Provide Executive Support in a one-on-one working relationship utilizing entrepreneurial vision and exceptional relationship management***

**Executive/Projects Assistant ▪ Administrative Support ▪ Business Development**

Results-oriented, British National, professional with over 6 years of International experience in providing effective and flawless support to organization and senior executives. An energetic individual,distinguished from peers by real life Marketing, Communication, Business Development and research experience. An ideal person and strong communicator who can influence, inspire and encourage others. Professional positions reveal a flair for creating new ideas, identifying new markets, and consistently rising to challenges. A conscientious worker with high work ethics and a strong desire to contribute to organizational goals. Committed to quality and excellence. Proficiency in English and Arabic gives an edge to handle different communities.

 **Skills & Competencies**

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| --- | --- | --- | --- | --- | --- |
|  | Strategic Planning  |  | Problem Solving |  | Process Improvement |
|  | Reporting |  | Team management |  | Analytical & Interpersonal Skill |
|  | Multi-tasking |  | Proactive |  | Self-motivated |
|  | Quality Assurance |  | Change Management |  | Market Intelligence |

**H I G H L I G H T ED ACHIEVEMENTS & PROFESSIONAL SYNOPSIS**

* A result oriented professional with over 6 years of experience, including 3 years in UAE, in the area of Marketing and Customer Service in Event Management and Trading sectors
* Ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities
* Leverage key best practices to drive and successfully sell new business opportunities; build and effectively manage a list of new individuals and new clients to drive business development
* Experience with ISO 9001 policies and procedures
* Demonstrated an incisive ability to prioritize and balance time-critical projects to ensure the smooth and efficient flow of staff, administrative and business functions
* Ability to understand Consumer Behavior enabling to make proper strategies of Marketing and Brand Management tools
* Create, deliver and monitor key internal and external communication tools in order to keep the target audience informed and aligned with business needs and goals
* Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on works to successful completion, often with deadline pressures
* Possess the financial acumen and commercial flair needed to understand diverse market and identify potential opportunities and new clients
* Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
* Ensure high quality services, resulting in customer delight and optimum resource utilization. Great ability to persuade others to change their minds or behavior
* Proficient in MS Office suite, Lotus Notes, Internet and Email applications. Possess a valid UAE driving license
* Team leader who effectively meets goals through strong leadership, interpersonal communication and analytical abilities and rightful attitude

**CAREER PROGRESSION**

**Administrative Manager (6 Months Work Placement/Experience) July 2016 – Dec 2016**

TESCO Extra PLC., London, UK

* Working as part of the Retail Team supporting retail to ensure the smooth and adequate flow of information within Tesco to facilitate other business operations
* Serve as the liaison between administrative personnel and senior management, communicating needs and concerns so they can be handled expeditiously
* Implementing customer service standards and evaluating employees based on their ability to meet those standards
* Overseeing the day-to-day operations of the retail office. This includes ordering supplies, scheduling maintenance of the office’s equipment and computers, maintaining meeting schedules, answering the telephone in a timely polite manner resolving general store enquires where possible and responding to customer and store email enquiries
* Recording office expenditure, managing the budge and developing and implementing new administrative systems, such as record management
* Overseeing the recruitment of new staff, sometimes including training and induction
* Ensuring adequate staff levels to cover for absences and peaks in workload
* Delegating work to staff and managing their workload and output
* Writing reports for senior management and delivering presentations

**Executive & Projects Assistant Aug 2015 – June 2016**

*OHIO General Contracting LLC, Abu Dhabi, UAE*

* Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Supervising projects in progress and ensuring that all issues related to the projects are clarified and completed to avoid confusion and interruption during execution of projects.
* Taking records of all project items, and sees to it that they are adequately delivered to the various departments as directed by the project director.
* Keeping track of all activities, and ensure that they constantly remind and intimate the director of what needs to be done even when they have forgotten about it, in order to meet up with deadlines.
* Preparing Gate Passes and responsible for determining needs for gate passes upon running projects at Unites States Air Force (USAF) in Al Dhafra Air Base (ADAB), Musaffah, UAE
* Preparing formats, collecting documents, coordinating personnel for interviews at ADAB according to USAF schedules, follow up submissions and approvals

**Event Coordinator Apr 2013 – Aug 2015** *Celebrations Entertainment LLC, Abu Dhabi, UAE*

* Serve as contact person for clients, vendors, and meeting planners and communicate with them by phone and email to respond to questions and requests
* Expertly plan events and weddings. Establish budgets, review locations, and choose venues
* Perform campaign development including coordination, analysis, and continual monitoring for progress
* Read and analyze banquet event order in order to gather guest information, determine proper set up, timeline, specific guest needs, buffets, action stations, etc.
* Manage pre-event billing details, such as writing proposals, costing out events, developing the banquet event order, and obtaining deposits

**Previously held positions:**

**Customer Assistant: Customer Service/Checkouts** **Mar 2010 –Apr 2013**

TESCO Store PLC., London, UK

**EDUCATION AND CREDENTIALS**

**Bachelors BA (Hons),** Business Management (Grade distinction) **2011**

*University of East London, London, UK*