**MONA** 

Nationality: Sudanese

Marital Status: Single

UAE Visa Status:

Residency Visa

DOB: July 2nd, 1986

Other Information

UAE driving license, Abu Dhabi

**MONA.281742@2freemail.com**

Education

Abu Dhabi University, Abu Dhabi - BSc Degree in Business Administration

September 2011

Career Objective

To grow with an organisation where I can continue to learn and enhance my skills, take on additional responsibilities, and contribute as much of a value as I can.

Professional Experience

**Business Development Oﬃcer**

**Abu Dhabi**

**March 2015 - April 2016**

* Identify and contact potential new clients;
* Research potential clients in depth and gain knowledge of their projects;
* Build relationships with new clients;
* Prepare pre-qualification documentation for submission to public and private sector clients; Follow up with clients to ensure the company is prequalified;
* Attend meetings with clients to give corporate presentations;
* Conduct market research on upcoming tenders and projects;
* Liaise with other departments to ensure the department maintains up to date corporate information;
* Liaise with the Planning department in order to maintain the schedule for conducting client satisfaction surveys;
* Provide the necessary information in order for departmental reports to be produced;
* Create and maintain the Business Development Department databases;
* Drafting, amending and proof reading documents;
* Assisting with correspondence and drafting emails;
* Translation (Arabic - English);
* Dealing with business queries. 

**MONA**

**Communications Oﬃcer**

**Technip, Abu Dhabi**

**September 2013 - March 2015**

* Organize and support company exhibition and event presence in conjunction with other members of the PR and Communications Unit as well as suppliers;
* Assist in maintaining the company's corporate identity;
* Coordinate with members of the corporate business unit in all PR and internal communications activities;
* Respond to inquiries from other teams promptly and efficiently;
* Work with other teams in cross-divisional projects effectively.

**Intern - Corporate Banking**

**Abu Dhabi Islamic Bank, Abu Dhabi**

**February 2013 - April 2013**

* Provide information, troubleshooting and resolving customer problems and concerns regarding the bank’s products or services;
* Identify and escalate customer issues to the appropriate department, as well as execute banking transactions and cross-selling products/special promotions.

**Intern - Accounting & Finance Department**

**Abu Dhabi University, Abu Dhabi**

**June 2008 - July 2008**

* Assist auditors in various matters, such as internal auditing and internal reporting;
* Perform basic accounting tasks, such as preparing checks, monthly closing and reporting, and compiling students’ financial records.

**Intern - Information Technology Department**

**Technip, Abu Dhabi**

**August 2007 - September 2007**

* Provide support and general assistance to the IT team/manager - support/ assistance encompasses setting up work-stations for new employees, maintenance and troubleshooting, configuring systems, ensuring network connectivity and installing and testing hardware and software.

Skills

* Bilingual - Fluent Arabic (mother tongue) and English;
* Proficient with MS Word, Excel, PowerPoint, and Outlook;



**MONA**



* Savvy with modern technologies;
* Well versed in adapting different ways under pressure in order to meet deadlines;
* Flexible team player who thrives in environments requiring ability to effectively prioritise and juggle multiple concurrent projects;
* Prove relationship builder with unsurpassed interpersonal skills;
* Resourceful team player who excels at building trusting relationships with customers and colleagues;
* Highly organised and committed to professionalism;
* Enthusiastic knowledge hungry learner, and quickly assimilate new concepts.

