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| **Mohamad** **Mohamad.350650@2freemail.com** |  |
|  | Date of Birth : 6th January 1977 Gender : Male Nationality : PalestinianLocation : Abu Dhabi, United Arab EmiratesMarital Status : Married |  |
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| **Objective**  | To associate myself with a progressive dynamic organization that will effectively utilize my skills for their best interest as well as mine.  |
| **Experience** | Jan2006 – Till Present | **Sara Institute Of Science & Technology**  | Abu Dhabi |
| **ExecutiveSecretary / Executive Assistant*** Prepare correspondence, reports, and materials for publications andpresentations.
* Setup CEO's travel arrangement.
* Maintain CEO's calendar.
* Prepare and maintain CEO's expense report.
* Setup and coordinate meetings and conferences.
* Create, transcribe, and distribute meeting agendas and minute.
* Answer telephones and handlein appropriate manner.
* Meet and greet clients and visitors.
* Perform general clerical duties to include: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filingsystem.
* Coordinate project-based work.
* Supervise support staff.
* English & Arabic Typing works.
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| Nov2001 - Dec2005 | **Sara Institute Of Science & Technology**  | Abu Dhabi |
| **Admin Assistant*** Answer and direct phone calls
* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Act as the point of contact for internal and external clients
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| Sep1998 - Aug2001 | **Al Jameaa Pharmacy** | Damascus, Syria |
| **Assistant Pharmacist** |
| **Education** | ***Diploma of Pharmacy***Damascus, Syria - 1998***High School***Damascus, Syria - 1996 |
| **Trainings & Certifications** | * Business Coaching Training
* Business Email Etiquette Course
* Business Writing.
* Customer Care Course
* Effective Meeting & Facilitation Skills Training Course
* Evaluation of Training & Development Course
* Negotiating Skills Training Course
* Project Planning Training Course
* Microsoft Office (Windows, Word, Excel, PowerPoint, Outlook, Publisher).
* Arabic / English Typing.
* Photoshop.
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| **Languages** | *Arabic* (Mother Tongue)*English* (Excellent) |
| **References** | *Available upon request.* |