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| **Mohamad** [**Mohamad.350650@2freemail.com**](mailto:Mohamad.350650@2freemail.com) | | | | | |  | | | | |
|  | | | Date of Birth : 6th January 1977  Gender : Male  Nationality : Palestinian  Location : Abu Dhabi, United Arab Emirates  Marital 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. | | | | | | | | |
| **Languages** | *Arabic* (Mother Tongue)  *English* (Excellent) | | | | | | | | |
| **References** | *Available upon request.* | | | | | | | | |