**Ghada**

Email: [ghada.374592@2freemail.com](mailto:ghada.374592@2freemail.com)

**PROFESSIONAL PROFILE**

An enthusiastic and dedicated individual with strong organisational skills and a positive outlook who enjoys being part of a successful and productive team. Able to work well on her own initiative and to demonstrate the highest levels of motivation and commitment required to achieve deadlines and targets. Possesses excellent interpersonal skills and can communicate concisely at all levels.

**CAREER SUMMARY**

**March, 08 – Present Assistant Administrator reporting to Chief Risk Officer Abu Dhabi Investment Council – Risk Management - Abu Dhabi, UAE**

* Performs a range of diverse administrative activities for Risk Unit as assigned by line manager or team members.
* Utilizes knowledge and understanding of underlying operational issues to create, composes, and edits technical and/or administrative correspondence and documentation.
* Assists in administrative problem solving, project planning, development, and execution of stated goals and objectives.
* Monitors, reconciles, and assists with administration for the unit, including but not limited to budgets, contracts, travel, and/or purchasing.
* Provides support activities for the unit such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming/outgoing correspondence, and follow-up on operational commitments.
* Schedules appointments and maintains calendars for risk team; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
* Establishes, updates, and maintains unit's files and records; implements and maintains data management systems, as required.

**April, 07 – March, 08** **Funds Coordinator**

**Abu Dhabi Commercial Bank (Main Branch), Wealth Management Group - Abu Dhabi, UAE**

* Preparation of Fund Fact Sheets.
* Preparation of Monthly Fund comparison with other competitors' funds.
* Preparation of weekly performance reports of funds vs. benchmarks.
* Preparation of weekly NAV, benchmarks performance for newspapers adds.
* Preparation of Fund Committees presentations and performance analysis reports.
* Co-ordination of activities for the funds with the appropriate internal units of the organization, including Investment Services, Finance, Administration, Settlements and Legal Departments.
* Liaising with the equity exchanges, brokers and ongoing communication in relation to the Funds.
* Communication with the solicitors and auditors in relation to preparation of funds accounts and related matters.
* Liaising with the marketing department in relation to preparation of the marketing and other material for the existing funds and new fund launches.
* Daily update information in excel for performance measurements of Funds and similar functions.
* Daily/weekly NAV circulation internal and external.
* Coordination of corporate action process with Administration, Settlements and implementation on the Fund Management System.
* Drafting and liaising with legal entities for the Fund Prospectus preparation.
* External/Internal Auditors coordinator.

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**July, 05 – April, 07** **PA to Fund Manager**

**Abu Dhabi Commercial Bank (Main Branch), Wealth Management Group - Abu Dhabi, UAE**

* Preparing Fundamental company reports, Summary information reports on companies for fundamental Take dictation and type a variety of material, proofread, obtain appropriate signatures and arrange dispatch draft letters from brief notes or oral instructions as required and handling all correspondences and preparation for meetings.
* Preparation and review of all registration, transfer forms and documents for submission to DFM and ADSM in connection with the Funds investments in listed companies and IPO's, subsequent follow up with the brokers to insure correct registration of the funds holdings with both Markets.
* Collate company information for fundamental investment analysis including annual report and accounts, financials, broker research and other relevant material, Maintenance of data in separate folders to ensure ongoing reasonable accuracy.
* Update information in Excel for performance weights in index and portfolio.
* research, including business brief, rations, prove charts, etc.
* Categorization of customers inquiries received online, and its distribution through the Fund operations to branches for follow ups and potential business.

**Dec, 03 – July, 05** **PA to Managing Director & General Manager**

**Al Khazna Insurance (Head Office) - Abu Dhabi, UAE**

* Undertaking human resource activities and assisting with training events including preparing programmes and managing registration procedures.
* Attending to telephone calls, dealing with outgoing and incoming faxes, arranging for couriers and handling a variety of administrative work promptly and efficiently, undertaking typing and filing as required.
* Successfully creating a database for company contract and legal documents.

**Aug 01 – Aug 02** **PA to Chairman**

**Gaza Ahlia Insurance (Main Branch) - Gaza**

* Managing medical claims for staff, liaising with the broker regarding any issues and following up claims.
* Coordinating meeting arrangements and updating staff calendars and contact lists.
* Organizing business functions and additionally being responsible for office social activities such as staff lunches, coordinating the arrangements and booking venues.
* Opening and overseeing corporate accounts with printers, stationery shops and travel and recruitment agencies.

**Feb 99 – Aug 01** **Executive Secretary to Deputy CEO**

**Bank Of Palestine - Gaza**

* Responsible for a variety of secretarial and administrative duties including preparing correspondence, diary management, calendar and contact updates and filing.
* Arranging hotel bookings and travel arrangements including preparing medical and expenses claims and medical claim follow-up work, dealing effectively with a range of people both in person and over the telephone.
* Overseeing arrangements for visitors, providing appropriate support and answering any enquiries as well as assisting with human resources administration.

**Nov 98 –Feb 99** **Ticketing**

**Turkish Airlines (Branch) - Gaza**

* Attending clients on front office work.
* Preparing Tickets and Travel routes for clients

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**EDUCATION**

Accounting Diploma (Abu Dhabi) Al Khawarizmi university – 2014 GPA 4

High School Certificate - 1998, Gaza

**QUALIFICATIONS**

* Certificate in Financial Modelling Using Excel – 2014 Informa IIR Middle East
* PowerPoint 2007 Advanced – 2013 ADIC In-House training
* MS Excel 2007 Intermediate – 2013 ADIC In-House training
* MS Excel 2007 Advanced – 2013 ADIC In-House training
* Operational Risk Management and Mitigation – 2011 Eureka Financial
* Certificate in Risk Analysis - 2011 IIR Middle East
* Management Skills for Administrative Professional – 2009 IIR Middle East
* Management Investment Products Training Program 2007 - ADCB In-House training
* Time Management – 2006 - Emirates Institute for Banking and Financial Studies
* Business Communication Skills - 2006 - Emirates Institute for Banking and Financial Studies
* Presentation Skills Program - 2006 - Emirates Institute for Banking and Financial Studies
* Excel 2003 Basic, intermediate and Advanced levels 2006 - Emirates Institute for Banking and Financial Studies
* Developing Positive attitude and Transaction Analysis - 2006 - Emirates Institute for Banking and Financial Studies
* Professional Business Communication II - 2005 - Emirates Institute for Banking and Financial Studies
* OS & Application Program 1999 – GAZA Al Alami Learning Centre
* Primary Secretary 1999 – GAZA Al Alami Learning Centre
* Executive Secretary 1999 – GAZA Al Alami Learning Centre
* Ticketing 1999 – GAZA Al Alami Learning Centre
* Typing Speed English 1999 – GAZA Al Alami Learning Centre
* Typing Speed Arabic 1999 – GAZA Al Alami Learning Centre
* Fire Warden 2015 Jaheziya – Abu Dhabi
* First Aid 2015 Jaheziya – Abu Dhabi

**FURTHER SKILLS**

**I.T. Proficiency:** Reuters Knowledge, Bloomberg, Oracle, Zawya, Word, Excel, PowerPoint

**Languages:** English, Arabic

**PERSONAL DETAILS**

**Date/Place of Birth:** 03/12/1980 – Bahrain

**Driving Licence:** Valid/UAE

**Marital Status:** Married

**Passport:** Palestinian Authority

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