

AYMAN MOHAMED NOURI

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*** SUMMARY :**

Sudanese national , born on October 19 , 1980 . Raised and educated between Saudi Arabia , Egypt , Sudan and United Kingdom . Fluent language capabilities in English and Arabic with the ability work under pressure and adapt to different work environments . Skilled in cross cultural communications ; critical thinker and active listener .

*** EDUCATION :**

-ADMINISTRATIVE DEVELOPMENT CONSULT - US BUREAU

Advanced Computer Diploma (April 2004)

-MANARAT AL RIYADH INTERNATIONAL SCHOOL

Completed through Grade 11 (May 1997)

*** EXPERIENCE :**

-RENNER'S PARK HOTEL & SPA : (June 2001 - August 2001 , Baden-Baden , Germany) .

Completed practical training in a 5-star world leading hotel with job rotations between several Departments including marketing , reception , reservations , housekeeping , kitchen , and buffet services . Overall gained in-depth knowledge of the luxury hotel industry operations .

-MOHAMED NOUR OPTICS : (March 2005 - January 2006 , Khartoum , Sudan)

Administrative assistant trainee at a leading eyewear company and store . Tasked with marketing material , maintaining ledgers , inventory analysis , managing databases and assisting customers while practicing highest quality standards .

-COMSEC COMMUNICATION SECURITY : (April 2007 - June 2008 , Riyadh , Saudi Arabia)

Personal assistant to the country manager , Responsible for maintaining the office filing system , coordinating and manage communications with HQ in Dubai , creating & maintaining customer database , as well as handling stock inventory . Delivered weekly activity reports , list of prospective clients , quota / sales review on a monthly basis .

-RIYADH PLASTIC FACTORY : (June 2008 - June 2010 , Riyadh , Saudi Arabia)

Sales representative at Al Hokair group affiliate . Responsible for the promotion and selling of plastic

goods to businesses groups and individuals through negotiation , active listening and persuasion . Products include recycling flexible packaging , bag products , blow moulding such as oil and detergent bottles as well as medical plastic items .