

Ameer Suhail

Dynamic and detail-oriented professional with expertise in administrative support, document management, and communication facilitation. Experienced in managing sensitive documents, maintaining accurate records, and ensuring seamless information flow across departments. Adept at optimizing office workflows, supporting internal teams, and ensuring compliance with regulatory standards. Proven ability to handle clerical tasks, maintain confidentiality, and improve operational efficiency in a high-pressure, fast-paced environment. Skilled in coordinating with cross-functional teams to ensure smooth execution of administrative and operational tasks. Proficient in Microsoft Office Suite, database management, and multilingual communication (English, Hindi, Tamil, Malayalam, Arabic). Passionate about contributing to organizational goals through enhanced process management and strong teamwork.

EXPERIENCE

Messenger

Rules Execution Department (Ministry of Interior), Qatar
2021 – 2024

- Document Management & Distribution: Delivered and managed sensitive and critical documents across multiple departments, ensuring accuracy, confidentiality, and timely distribution while adhering to strict departmental protocols.
- Communication Facilitation: Acted as a liaison between internal teams, ensuring seamless communication and efficient information exchange, significantly improving departmental workflow.
- Record Maintenance: Maintained and updated comprehensive records of document deliveries and submissions, ensuring all documentation was in compliance with regulatory standards.
- Workflow Optimization: Assisted in identifying bottlenecks and implementing improvements to streamline departmental processes, contributing to enhanced efficiency and reduced delays in administrative tasks.
- Logistical & Administrative Support: Provided logistical and administrative support for internal activities, including organizing meetings, preparing documents, and assisting in the execution of operational tasks.
- Clerical Assistance: Supported routine clerical tasks such as data entry, file organization, and document filing, ensuring accurate records and smooth office operations.
- Timely Execution & Compliance: Demonstrated reliability by meeting strict deadlines and maintaining high standards of professionalism under time-sensitive conditions, while ensuring full compliance with Ministry regulations.
- Collaboration with Cross-Functional Teams: Worked closely with various internal departments to ensure the efficient flow of information and to support the overall goals of the Ministry, fostering a collaborative and service-oriented environment.

Marketing Executive

Bluebay Trading Contracting & Service, Qatar
(March 2019 – March 2021)

- Brand Awareness Creation: Conceptualized and executed targeted marketing campaigns to enhance brand recognition and increase market share. Analyzed market trends to tailor strategies for maximum impact.
- Social Media Management: Spearheaded the management of social media platforms, including Facebook, Twitter, and Instagram, resulting in a 30% increase in online engagement and brand visibility. Developed content calendars to ensure consistent and impactful messaging.
- Database Maintenance: Managed and updated customer databases using CRM tools, ensuring accuracy and accessibility for streamlined communication and efficient customer follow-up.
- Customer Relationship Building: Built and nurtured strong relationships with clients and stakeholders, contributing to a 20% increase in customer retention rates. Acted as the primary point of contact for addressing client inquiries and feedback.



Contact

Mobile

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Email

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Location

Qatar

Skills

- Document Management and Distribution
- Communication Facilitation
- Record Maintenance and Reporting
- Workflow Optimization
- Administrative and Clerical Support
- Data Entry and File Organization
- Multilingual Proficiency (English, Hindi, Tamil, Malayalam, Arabic)
- Time Management and Prioritization
- Attention to Detail and Accuracy
- Team Collaboration and Coordination
- Compliance with Regulatory Standards
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)

Other Details

- Citizen: Indian Visa: Employment Visa 1 Year
- Holding Qatar Driving Licence
- Languages known: English, Hindi, Tamil, Malayalam, Arabic (working proficiency)

- Campaign Development: Played a key role in planning and executing direct marketing campaigns, driving a measurable increase in lead generation and customer acquisition.
- Advertising Procurement: Identified and negotiated advertising opportunities across digital and print media, optimizing marketing budgets and ensuring high ROI.
- Creative Material Production: Collaborated with design agencies to develop high-quality marketing materials, including brochures, banners, promotional videos, and digital ads, aligned with brand identity and campaign objectives.
- Event Management: Organized and managed promotional events such as trade exhibitions, product launches, and corporate conferences, contributing to brand exposure and client acquisition. Coordinated logistics, vendor partnerships, and on-site operations to ensure seamless event execution.
- Market Research and Analysis: Conducted in-depth market research to identify growth opportunities and consumer preferences, using insights to shape marketing strategies and improve campaign outcomes.
- Team Collaboration: Worked closely with sales and creative teams to align marketing efforts with business goals, fostering a culture of collaboration and achieving shared targets.

EDUCATION

- **Bachelor of Commerce (BCom)**
Calicut University, Kerala, India
- **Diploma in Logistics and Supply Chain Management**
IALM, Kerala, India

Dear Hiring Manager,

I am excited to apply for a role in your esteemed organization. With a solid foundation in logistics coordination, inventory management, and document handling, I am eager to contribute my skills and experience to drive operational efficiency and deliver exceptional results.

Throughout my career, I have developed expertise in logistics and supply chain management, including shipment route planning, budget management, and process optimization. At the Ministry of Interior in Qatar, I successfully managed critical document deliveries, optimized departmental workflows, and provided logistical support to enhance operational efficiency. My role as a Marketing Executive further honed my abilities in customer relationship management, social media engagement, and campaign execution, showcasing my versatility across professional domains.

Highlights of my skills and accomplishments include:

- Proficiency in logistics coordination, supply chain operations, and warehouse management to ensure seamless workflows and timely deliveries.
- Exceptional organizational skills, enabling me to maintain accurate records and optimize inventory management processes.
- Proven ability to foster strong customer relationships and collaborate effectively with cross-functional teams.
- Multilingual proficiency, including working knowledge of Arabic, facilitating smooth communication in diverse environments.
- Advanced technical skills, including Microsoft Office Suite, database management, and social media tools.

I am particularly drawn to organizations committed to excellence and innovation, and I am confident that my experience aligns well with your goals. My ability to adapt quickly, solve problems efficiently, and prioritize tasks under pressure will make me a valuable asset to your team.

I would welcome the opportunity to discuss how my qualifications and enthusiasm can contribute to your organization's success. I am available at your earliest convenience for an interview and can be reached at +974 50726875 or via email at ameer.suhail28@gmail.com.

Thank you for considering my application. I look forward to the possibility of joining your team and contributing to its success.

Yours sincerely,

Ameer Suhail