

Ahmed Triki

📍 501 Wukair, Qatar

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Objective

Organized, reliable, and service-oriented professional seeking a secretary or Administrative Assistant position, where I can contribute my strong background in administrative support, customer service, and team coordination. Committed to upholding the high standards of confidentiality, professionalism, and efficiency expected in the aviation industry.

Professional Experience

- **Store Manager**

Verona Fashion Design – Doha, Qatar | 2020 – Present

- Managed day-to-day administrative tasks including staff scheduling, document filing, and email correspondence.
- Maintained accurate inventory records and managed stock logistics.
- Trained and supervised a multicultural team, fostering collaboration and discipline.
- Set and monitored sales goals, ensuring alignment with company performance targets.
- Delivered excellent customer service, consistent with Qatar Airways' values of excellence and hospitality.

Customer Advisor – Real Estate Doha, Qatar | December 2019 – November 2020

- Coordinated appointments, visits, and handled customer inquiries with professionalism and discretion.
- Assisted clients with complex legal and administrative procedures, demonstrating attention to detail and organizational skills.
- Maintained up-to-date client records, ensuring confidentiality and data accuracy.
- Built long-term relationships with clients, focusing on trust and service quality.

Mechanical Sailor (Marine Technician) Tunisian Navigation Company CTN – Tunis, Tunisia | June 2015 – October 2019

- Monitored and maintained critical ship systems, working under pressure with high precision.
- Supported engineers in documentation, compliance checks, and safety protocols.
- Demonstrated strong teamwork, discipline, and reliability in international crew settings.

Education

-Professional Technician Certificate in Marine Engineering Institut Supérieur Méditerranéen aux Métiers Maritimes – Tunisia | January 2014

-Baccalaureate in Technical Studies

-Lycée Khaznadar Bardo – Tunis, Tunisia | June 2009

Key Skills

- Administrative coordination & office management
- Confidential document handling & reporting
- Professional communication & customer service
- Staff supervision & multicultural collaboration
- Inventory & logistics management
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Fluent in Arabic and French – Intermediate in English

Professional Qualities Aligned with Qatar Airways

- Discretion & Confidentiality: Trusted to manage sensitive documents and client data.
- Customer-Centric Mindset: Experienced in providing service with empathy, professionalism, and cultural sensitivity.
- Precision & Attention to Detail: Proven ability to manage complex tasks accurately in fast-paced environments.
- Team Spirit: Comfortable in international and diverse team settings.
- Adaptability: Quick learner, able to thrive in high-standard environments like aviation.