

MOHAMED AHMED MUSA AHMED

Managerial Assistant

Mohamemd66@gmail.com | Phone: +97466619954 | Location: Qatar, Doha

ABOUT ME

Experienced Managerial Assistant with a track record of delivering exceptional administrative support to C-Suite executives in the events and hospitality sector. Proven expertise in streamlining processes to optimize operational efficiency. Recognized for strong organizational abilities and a proactive approach to problem-solving.

WORK EXPERIENCE

Managerial Assistant

- Baher Al Khaleej Events & Hospitality, Doha, Qatar | Aug 2022- present
- Present- Provide comprehensive administrative support to C-Suite executives, including calendar management, travel arrangements, and meeting coordination.
- Implement efficient processes and systems to streamline workflow and optimize operational effectiveness.
- Act as a liaison between internal departments, external stakeholders, and clients to ensure smooth communication and collaboration.

Taahobmogeem for the Qatari labor market

- Life Arts of Training & Coaching | Mar 2024 – Apr 2024

Delivery Snoonu

- Delivery of express orders within the State of Qatar | Jun 2023 – Jul 2024

Private Security

- FIFA World Cup 2022, Doha, Qatar | Nov 2022 - Jan 2023
- Maintained a safe and secure environment for event attendees, staff, and participants during the FIFA World Cup 2022.
- Collaborated with security teams to implement effective security protocols and respond promptly to any security incidents or emergencies.

Call center Representative

- Sudani.sd, Khartoum, Sudan |Jan 2021 - Jun 2021
- Provided exceptional customer service and resolved inquiries and concerns in a timely and professional manner.
- Handled a high volume of incoming calls and maintained accurate records of customer interactions and transactions.

Medical Sales Representative

- British American, Khartoum, Sudan |Aug 2021 – Aug2022

-Promoted pharmaceutical and medical products to healthcare professionals and institutions, achieving sales targets and driving revenue growth.

-Built and maintained strong relationships with key stakeholders to identify opportunities for product promotion and expansion.

EDUCATION

- Bachelor of Information technology, University of Garden City, Khartoum | 2021-2016

SKILLS

-Leadership: Spearheaded initiatives to streamline administrative processes, resulting in improved efficiency and productivity.

-Adobe Experience Manager: Proficient in utilizing Adobe Experience Manager to enhance digital marketing strategies and streamline content management.

-Sales Strategy: Developed and implemented strategic sales plans to drive revenue growth and expand market reach.

-Microsoft Office Suite: Proficient in utilizing Microsoft Office tools to create professional documents, presentations, and reports.

-Medical Sales Expertise: Demonstrated success in the medical sales sector, with a deep understanding of healthcare products and industry trends.

-Hospitality Management: Extensive experience in providing exceptional customer service and managing hospitality operations to ensure guest satisfaction.- Qatar Driver license

COURSES

-Artificial Intelligence Tools to Amplify Revenues | Life Arts of Training &Coaching | Apr 2024

-Development in the Work Environment | Life Arts | Apr 2024

-Fundamentals of Computer & Microsoft office Applications | Life Arts | Apr 2024

-Qatari Life skills for Cultural Integration | Life Arts | Mar 2024

-Psychological Wellbeing & Crisis Management | Life Arts | Mar 2024

-Incubators for Digital Entrepreneurs in Qatar | Live Arts | 30 Mar 2024

-Awareness of Qarar Labour Legislation | Life Arts | Mar 2024

- Executive Secretary, Visa Language, Computer & Training Centre, Jan 2024

- Organization Management & Volunteering, Feb 2023

- Management of Charitable Projects, Nov 2022

LANGUAGES

- Arabic (Native)

- English (Fluent)