



AMIR MOHAMED JAMAL DAHAB

Professional Summary

Hardworking and focused employee offering excellent communication, planning and prioritization skills demonstrated through 3+ years of experience. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

Work History

Watan Al almas Trading ins. - Executive Secretary

Najran, southern province

11/2018 - Current

- Handle scheduling for executive's calendar and prepare meeting agenda and materials.
- Perform all clerical duties such as: photocopying, faxing, mailing, and filing.
- Update executives on changing business needs by thoroughly documenting internal and client meetings.
- Act as the point of contact for internal and external clients.
- Wrote reports, executive summaries and newsletters.
- Submit and reconcile expense reports.
- Preparing monthly payroll and execute all the processes in MUDAD website.
- Responsible of all governmental websites such as: Absher, Qiwa, Mudad, Saber, Fasah, GOSI and Nafaz.
- Answer high volume of phone calls and email inquiries.
- Produce accurate office files, update spreadsheets and create presentations to support executives and boost team productivity.
- Respond to emails and other correspondence to facilitate communication and enhance business processes.

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📍 Najran _ Saudi Arabia

Education

12/2016

Sudan University of Science And Technology

Sudan - Khartoum

Bachelor of Science: Petroleum

Exploration Engineering

Certifications

- Microsoft Excel from Beginner to Advance.
- Management Skills - Team Leadership Skills Master class 2021.
- The MBA Core Courses - With Real Business Case Studies
- Global MBA Online, LEEA London Education Executive Academy.
- PRESENTATIN SKILLS certificate from SPE according to attending training course.
- Introduction to Health and safety management certificate.

International Entrepreneurship Society - Event

Coordinator

Khartoum _ Sudan

10/2019 - 12/2019

- Determine events scopes, establish budgets and timelines for the events.
- Responsible of volunteers interviews and selection.
- Guest and participants list finalization, and rehearsal, ceremonies, and receptions.
- Executed events and workshops on time and under-budget.
- Managed administrative logistics of events planning, event booking and event promotions.
- Supported senior leadership by developing status reports on activities related to planning, scheduling, cancellation inquiries, resourcing and proposal development for various events.
- Prepare final report and develop recommendations by the end of any events.

Ministry of Oil and Gas - Petroleum Engineering

Trainee

Khartoum _ Sudan

05/2017 - 04/2018

- Preparing detailed daily reports about oilfields operations.
- keep all field engineers informed about drilling, completion and production plans,
- Arrange rotations and travel appointments for oilfield workers.
- Responsible of scheduling meetings with the oilfield operating company managers.
- Preparation of any conferences, workshops or events.
- Archive and restore data.

Elegant Events Planning - Events Planner

Khartoum _ Sudan

12/2016 - 02/2018

- Conducted initial consultation with clients to discuss event details, venue options and other logistics to understand their vision and budget.
- Negotiate prices with suppliers, inspects venues and select vendors to meet client's expectations.
- Direct pace of events and reception through multitasking and liaising with vendors to carry out the event as planned with little or no deviations.
- Created and designed tailor-made event plans to maximize client budget, keep them satisfied.
- Supervising and guiding events organizing team.

Languages

- Arabic native speaker.
- English language fluent.

Skills

- Documentation, reporting, filling and data archiving.
- Master calendar management.
- Knowledge of office management systems and procedures.
- {55} WPM typing speed.
- Proficiency in MS office.
- Data Entry
- Customer service.
- Event Coordination

Soft Skills

- Work under pressure.
- Multitasking abilities.
- Attention to Detail.
- Leadership.
- Decision-Making.
- Problem Solving.
- Communication Skills.
- Time Management.
- Strong organizational Skills.