

AHAMED ZAHRAN

EXECUTIVE SECRETARY



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 zahran0755@gmail.com

 Dubai- UAE

ABOUT ME

Meticulous, task-driven Executive Secretary with 5+ years of Administrative experience in managing client centric office operations. Equipped with exceptional ability to facilitate all aspects of internal and external communications, Proven talent for aligning business objectives with comprehensive Administrative knowledge to achieve the maximum operational impacts, conserve time and boost efficiency.

EXPERTISE

- File Maintenance
- Schedule Management
- Time Management
- Organizational Skills
- Efficient Calendar Management
- Risk Assessment & Monitoring
- Budget Management
- Workforce Mentoring

SKILLS

- Ability to Convince
- Emotional Intelligence
- Business Acumen
- Data Analysis
- Problem-Solving
- Technological Savviness
- Negotiation
- Relationship Building

EXECUTIVE SECRETARY

Shurooq Media Corporation- Dubai
2020 - Present

- Ensured follow-up through of all discussed items in meetings with updates being incorporated into reports..
- Developed, planned and implemented legally adherent and cost-effective procedures for office operations.
- Coordinates daily customer service operations such as front desk process, orders and payments.
- Acted as the front-line in dealing with public relations, boosting the organization's credibility.
- Make travel and accommodation arrangements.
- Managed company correspondence with important contracts, financial statements and contacts.
- Maintain and manage the clients data and privacy as per company policy and procedures.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Responded and resolved various clients inquiries and issues via Email and Telephone.

EDUCATION

BSC IN MANAGEMENT STUDIES

ICBT Campus

2015 - 2017

HND IN BUSINESS ADMINISTRATION

SLIIM Campus

2014 - 2015

GCE ADVANCE LEVEL

High School

2012 - 2014

STUDENT VISA CONSULTANT

IGEC Study Abroad- Dubai

2019 - 2020

- Handling students Inquiries for International study destinations, effectively address their queries regarding Studying abroad and provide end-to-end solution.
- Attain complete understanding of Students eligibility & suggest the most appropriate Country, Course and University.
- Responsibly handle all aspects of Admission process from Case filing with university, Visa application filing and address to any student query.
- Stay updated with all changes in policies, procedures & requirements for destination countries.
- Participate in Company Seminars, Events and other events for promotional activities.

LANGUAGES

- English- Fluent
- Arabic- Intermediate
- Malayalam- Intermediate
- Tamil- Fluent

ADMINISTRATIVE ASSISTANT

ICBT Campus- Sri Lanka

2017 - 2019

- Act as the point of contact among executives, employees, clients and other external partners.
- Organize and maintain the office filing system.
- Coordinate the orientations, training sessions, seminars and update records of students.
- Screen and direct phone calls and distribute correspondence.
- Manage information flow in a timely and accurate manner.
- Maintain the highest standards in academic administration activities and functions.

CERTIFICATIONS

IELTS OVERALL 6.5 SCORE

British Counsel