

Ahmed Alabbad

 <https://www.linkedin.com/in/ahmed-alabbad>

Highlight of Qualifications

- Bachelor Degree of Business Administration in Entrepreneurial Leadership
- Over 8 years of work experience
- Fluent in English and Arabic
- Advance skills in computer
- Present reports professionally to leaders and managers
- Knowledgeable in Business Administration and Development, Financial and Risk Management, Job Development and Assessment, Human Resources and Recruitment, International Relations and Investment, and Government Sectors

WORK EXPERIENCE

3/2019 – 11/2020 **Employment Counselor and Business Development**

WorkBC, Provincial Government, Vancouver Canada

- Documented and reported to the Ministry of Social Development and Poverty Reduction
- Handled more than 200 job seeker files
- Consulted more than 200 employers in recruitment.
- Worked closely with Human Resource departments
- Presented and marketed government supports and benefits to employees and employers
- Provided individualized Job Sustainment support
- Facilitated job skills workshops
- Researched and identified employers and sector opportunities on behalf of clients
- Assisted clients from specialized inclusion groups: Multi-Barriered and Persons with a Disability
- Performed client monitoring while participating in specialized services and training
- Worked in an office with a team and remotely independently

10/2017 – 08/2018 **Talent Acquisition and administrative**

Back in Motion (Avia) WorkBC, Vancouver Canada.

- Coordinated with hiring managers to identify staffing needs in different areas and departments
- Assessed candidates' information, including C.V.s., portfolios and references
- Met and assessed clients, documented and updated clients' files
- Promoted company's services to residents
- Connected job seekers with employers
- Job Coach clients
- Traveled around Vancouver city to meet employers to negotiate job opportunities
- Worked with clients with special needs
- Ran leadership and job development workshops

10/2015 – 05/2017 **Administrative Clerk**

Genius Coffee N' Espresso Equipment, Burnaby, BC Canada

- Assigned and monitored clerical functions
- Oversaw timekeeping processes and maintained accurate records
- Assisted the employees to plan, organize, and execute effective daily schedules
- Provided help to the public as part of the front-line team

02/2014 – 09/2015 **Office Clerk**


Raza Consultants LTD, Surrey BC Canada


- Managed and created expense reports using company software and Excel
- Managed document files, and responded to emails and phone calls
- Ensured projects are completed on time and within budget
- In charge of all aspects of client relationships and transactions


02/2013 – 01/2014 **Travel Consultant**


Tanoli Travel and Money Exchange, Surrey, BC Canada

- Processed bookings with high attention to details
- Answered general customer inquiries by phone and email
- Developed a relationship with hotels and agencies in Asia, Europe, and Latin America

 +966542741977

 Ahmedalabbad@outlook.com

 Eastern, Saudi Arabia,

 Age 32, Married, Saudi citizen

LANGUAGES

Fluent: English, Arabic

Basic: Spanish

EDUCATION

Kwantlen Polytechnic University.

Bachelor of Business

Administration in "Entrepreneurial Leadership" 05/2020 - Canada

SKILLS

Advanced knowledge in:

- SAP, ICM, OMS
- AdWords, CRM, WordPress
- MS Office
- Financial and Budget Reports
- Reporting & Processing files
- Develop compelling solutions to clients' issues
- Multitasking & Interpersonal skills
- Managing Events
- Representative & Networker

VOLUNTEERING

- Elections BC. Voting Clerk, 2017
- City of Surrey, Event Organizer
- Muslim Food Bank, 4 years
- Metro Vancouver Crime Stoppers, 2018
- Immigration Settlement, 2016

OTHERS

- Occupational First Aid Level 2 Certificate
- A hiker and a tennis player
- Nature and traveling lover

11/2015 – 04/2020 **Business Development Consultant**

Freelancer, Vancouver Canada

During these years, I have been providing a professional business consultation for small to medium-sized local businesses in Canada. It started by doing supervised internal projects for my studies. My university is a polytechnic, and I major in BBA Entrepreneurial Leadership where you learn how to admin and lead an organization from zero. I was always communicating with CEOs and business managers. Then I started doing consultations for small cash earning and self-development. Now, I am able to do the following for any organization:

- Write a business plan that includes HR, Marketing, Operation, Management, and Financial.
- Search and contact local and international suppliers
- Researching company data and archived reports
- Present updates to shareholders.
- Negotiate business deals and investments.
- Analyze the local business law and create confidential agreements with contractors
- Interviewing and hiring staff.
- Job Evaluation includes salaries and responsibilities.
- Risk Analysis
- Initiate strategies for small, medium, and large companies to make steady profits.
- Monitor, review, and analyze strategies in marketing, sales, advertising, and other fields of operations.
- Develop and prepare presentations for prospective clients.
- Provide accurate ad hoc reporting

Link Description For My Major:

<https://www.kpu.ca/calendar/2016-17/business/entrepreneurialleadership/entrepreneurialleadership-bba.html>