





AHMED AL-MUJAHID

Administration Officer/Graphic Designer

 ahmedelmegahed1@gmail.com

 0570883100

 28-05-1992

 Khobar, Eastern

Design Portfolio

 <http://nithproxy.ml/>

Professional Skills

- Leadership
- Resource And Planning
- Resource Management
- Communication
- Computer Skills
- Social Marketing
- Creativity
- Problem Solving

EDUCATION

Bachelor Degree in Journalism Minor in TV & Radio

- Ahram Canadian / Egypt
- Jul2009- Jul2013

Egyptian High School

- Egypt
- 2005 – Sept 2009

PROFILE

Performance-driven and dependable Administrative officer with 5+ years of extensive experience in managing various daily office operations, maintaining confidential documents and files, and being in charge of office supplies. Effective communicator with a highly professional attitude, Exceptional organizational skills, strong attention to accuracy and detail, and well-developed teamwork abilities.

EXPERIENCE

• Administration Officer | 2018 - PRESENT

Holool Aloula – Mobily Subsidiary

- Managed and coordinated multiple daily office operations, prepared cost analysis, and completed detailed reports, ensuring the accuracy of all data.
- Ordered and managed office supplies and executed other duties as assigned by the Executive Manager.
- Decreased monthly costs by 15% over 2 years.
- Serve as liaison between different company departments including budgeting, finance, IT.
- Supervised the daily operations of 22 personnel.
- Processed invoices, processed expenses.
- Resolved administrative problems by analyzing information; identifying and communicating solutions.

• Admin Coordinator | 2016 - 2018

Holool Aloula – Mobily Subsidiary

- Established efficient workflow processes, monitored daily productivity, and implemented modifications to improve the overall effectiveness of personnel and activities.
- Negotiated with several vendors saving the company over 20% annually.
- Composed written documentation and maintained department databases.
- Demonstrated excellent time management expertise in coordinating all materials for Rise committee Foundation, board meetings, grant reviews, and budget sub-committee meetings.
- Prepared, indexed, and scanned documents into imaging system and ensured the quality of scanned images.

Technical Skills

- Adobe Photoshop
- Adobe Indesign
- Adobe Illustrator
- Adobe XD
- Adobe Dreamweaver
- Adobe After Effects
- Print Design
- Publication Design
- Product Packaging Design
- UI/UX Design
- Microsoft Office
- Digital painting
- Video Editing
- Photography

Languages

- **English**
Fluent
- **Arabic**
Native
- **French**
Beginner

EXPERIENCE

• **Graphics Designer** | 2013 - PRESENT

Freelancer – Various Clients

Creative and self-driven design professional with 8+ years of experience creating and delivering elegant, innovative design solutions that excite consumers and grow iconic brands. Skilled in leading multiple projects from concept through to completion. Hands-on in transforming complex information and concepts into attractive, human-centered designs.

- Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign) Microsoft Office, and web design applications (Dreamweaver, Figma).
- Able to stretch the boundaries of web design and digital storytelling to help my client's brands stand out.
- Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of clients.
- Recommended and consulted with clients on the most appropriate graphic design options based on their overall marketing goals.