

# Ahmed Al-Muajhid

Administration Specialist/Graphic Designer

Digital Marketing Professional – Google Certified

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Design Portfolio: <http://nithproxy.ml/>

28-May-1992

Khobar, Saudi Arabia

Egyptian

Transferable Iqama

Languages

English – Fluent

Arabic – Native

## Profile

Performance-driven and dependable Administration specialist 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.

## Key Skills

- Microsoft Office (**UNESCO** ICDL Certified)
- **Oracle ERP (Employee Resource Planning)**
- Digital Marketing (**GOOGLE** Certified)
- Administrative Writing
- Analysis & Resource Management
- Advanced Computer Skills
- Customer Service
- Organizational Skills
- Attention To Details
- Adaptability
- Problem Solving
- Supply Management
- Calendar Management
- Inventory Control
- Social Marketing
- Presentation Skills (Certified)

## Work Experience

Administration Specialist Officer (2020 – PRESENT)

Holool Aloula – Mobily Subsidiary

- Initiation, Preparation & Assigning KPIs & GPIs in the Oracle ERP.
- Demonstrated excellent time management expertise in coordinating all materials for Rise committee meetings, grant reviews, and budget sub-committee meetings.
- Supervised department daily operations.
- Serve as liaison between different company departments including Budgeting, Finance, HR.
- Preparing reports to Section Manager
- Preparation of Annual report to CFO on behalf of Facility & Administration department.
- Launched SharePoint site in coordination with IT department to allow all the Mobily staffs to have access to the official approved Lease Agreements.
- Monitoring the weekly & monthly attendance of employees and reporting to the Top Management.

Administration Officer (2018 – 2020)

Holool Aloula – Mobily Subsidiary

- Processed invoices while logging expenses.
- Resolved administrative problems by analyzing information; identifying and communicating solutions.
- Ordered and managed office supplies and executed other duties as needed.
- Handling tasks that are assigned as high priority & top confidential by higher management.
- Preparation of monthly presentation for the Executive General Manager.
- Decreased monthly costs by 15%
- Negotiated with several vendors saving the company over 20% annually.
- Creating as well as follow up for **PRs & POs** on **Oracle ERP**
- Assisting human resources department with payroll and personnel databases
- Registering Accounts payable & monthly Accruals

# 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
- Digital painting
- Video Editing (Premiere & Davinci resolve)
- Photography

## Education

**Ahram Canadian University (2009 -2013) -**

**Bachelor Degree of Journalism**

**Minor in TV & Radio / Advertising Elective**

## Training

**CX Certification (Customer Experience) -**

**Presentation skills - Supply Chain integration &**

**Logistics, Procurement - Building Engagement &**

**Creativity in Teams- Creative problem solving -**

**Using Data & Technology Forecasting -**

**Executive Presence - Accounting - Managing**

**Assets – Negotiation – Suppliers & Purchasing –**

**Treasury Fundamentals - Digital Marketing**

**Administration Coordinator (2016 – 2018)**

**Holool Aloula – Mobily Subsidiary**

- Composed written documentation and maintained department databases.
- Prepared, indexed, and scanned documents into imaging system and ensured the quality of scanned images.
- Preparation of Lease Agreements for GSM, Outlets & Offices.
- Handling Negotiations with property owners.
- Emailing & follow up of all received letters.
- Project coordinator for “GSM Rental Optimization”, an initiative to reduce the rental amount of 2500 GSM sites kingdom wide.
- Assisting the Section Manager in enhancing the Lease Agreements formats in coordination with Legal department.
- Schedule meeting and preparation of minutes of meeting (MoM).
- Receiving mails/couriers from UPS, FedEx etc. and relaying the same to directed personals.
- Responsible for **Oracle Data Entry for Property Module (EE) [ERP]**
- Processing Rental payments using **Oracle ERP**

**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) 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 Campaigns (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.