

MAHA MAIDAN

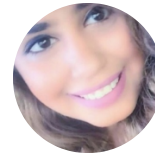
General Manager

I previously worked with a financial institution and had experience

with customer and VIP relations. My expertise in co-ordination, scheduling and correspondence made me a valuable asset as an

Executive Assistant to the CEO. Holding a Bachelor's degree in business administration from the University of Staffordshire. My experience had lead me to become

a successful General Manager.



CONTACT INFORMATION

Email

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Phone

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Date of birth

1990-04-22

Nationality

Bahraini

Link

<https://www.linkedin.com/in/maha-maidan>

SKILLS

- Communication Skills
- Problem-Solving
- Attention to Detail
- Office Management
- Project Management
- Event Promoting
- Diplomacy
- Punctual
- Flexible
- Takes initiative
- Leadership

LANGUAGES

English

Advanced

Arabic

Advanced

EXPERIENCE

March 2020 - Present

General Manager

Ebtikar SPC

- Increases managements effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; cultivating a climate for offering information and opinions and providing educational opportunities.

November 2019 - March 2020

Marketing Manager

Ebtikar SPC

- Establishes marketing goals based on past performance and market forecasts
- Oversees current offerings and comes up with initiatives for new products or services
- Researches and analyses market trends, demographics, pricing schedules, competitor products, and other relevant information to form marketing strategies

January 2019 - August 2020

Business Development Manager

Dime Global

- Builds market position by locating, developing, defining, and closing business relationships.
- Identifies trendsetter ideas by researching industry and related events, publications, and announcements.
- Examines risks and potentials for the business opportunities.
- Estimates partners needs and goals.

June 2018 - January 2019

Data Analyst

Adsertor

- Interpreting data, analyzing results using statistical techniques
- Developing and implementing data analyses, data collection systems and other strategies that optimize

- statistical efficiency and quality
- Acquiring data from primary or secondary data sources and maintaining databases

April 2018 - June 2018

Personal Assistant to CEO
Adsertor

- Acting as the point of contact among executives, employees, clients and other external partners
- Managing information flow in a timely and accurate manner
- Managing executives calendars and set up meetings

December 2013 - July 2016

Credit Risk Analyst
American Express

- Identify opportunities to mitigate credit losses or improve operational efficiencies by development of new treatment strategies or processes.
- Review current credit policies and recommending modifications for improvement based on analysis of portfolio trends and impact of policy changes.
- Provide analytical support for loan origination and portfolio management to ensure company goals are met. Perform trend analysis based on vintages, risk score bands, product segmentation, delinquencies, losses, and recoveries for all portfolios etc. and make recommendations to management based on those trends.

EDUCATION

Bahrain
2011

Undergraduate - Bachelors In International Business Management
New York Institute of Technology

United Kingdom
2013

Bachelor Of Business Administration - BBA International Business
Staffordshire University
