



AMMARA JAWEED DADNAK

SKILLS

Language

English
Urdu
Hindi
Arabic



ACHIEVEMENTS

Toastmaster

Won Best Table Topic Master, Best Evaluator and Best Speaker in



Toastmaster International, Gavel Club.

Was selected as chairperson for the launch of grand opening of Toastmasters International.

Science Competition

Won 1st and 2nd prizes for GCC Science working model competition senior category.



University and College

Selected as master of ceremony for various events.



Sports

Former Black Belt in Taekwondo (Martial Arts). Won various competitions in sports, Drawing, Singing, etc.



SUMMARY

To obtain a creative, fast growing and challenging position in an organization that gives an opportunity for self-development and to develop my leadership skills while contributing to the symbolic growth of the organization with my technical, innovative, logical and out of the box thinking skills. I am adaptive, flexible, quick learner, smart working lady and I am ready to learn any new fields to boost my knowledge and experience in life.

WORK EXPERIENCE

HR and Personal Assistant

Al Rasheed Group

Prepared and documented reports, attendance sheet, payrolls, Bills, etc.

Performed general office duties, including answering phones, framing and replying to emails, and greeting visitors.

Built and maintained relationships with customers and integrated services to add value as well as maintained cooperation among employees.

Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels along with maintenance and updating various files.

Assisted and acquired knowledge in various important tasks related to LMRA, Visa, Resident Permits, handling of cash and Cheque, etc.

Maintained coordination and cooperation among the employees to ensure effective and efficient work flow of the company.

Organizer and Coordinator

Event Companies

Developed team communications and information for Pre and Post event meetings.

Performed various administrative functions, including filing paperwork, delivering mail, sorting email, office cleaning and bookkeeping.

Monitored social media and online sources for industry trends.

Worked with managerial director to resolve problems, improve operations and provide exceptional customer service.

Created Marketing Materials including print literature, trade show displays and email marketing campaigns using Social Media Platforms.

Determined appropriate levels of staffing and budget to stay within given monetary parameters. Tasked to review content writing and graphics design.

Organized logistics of event preparation, including location scouting, stage design, venue decor, and program implementation. Managed social media strategy, branding and street teams to ensure event attendance



Achievement
Driving License

STRENGTHS

- ✓ **Adaptable and Flexible.**
- ✓ **Ability to learn from mistakes.**
- ✓ **Ability to prioritize.**
- ✓ **Administering.**
- ✓ **Adventurous and risk taker**
- ✓ **Artistic and creative**
- ✓ **Assessing and understanding employee's and customer's needs.**
- ✓ **Attention to detail.**
- ✓ **Communication.**
- ✓ **Computer Skills.**
- ✓ **Decision making.**
- ✓ **Motivation and negotiation.**
- ✓ **Goal Oriented.**
- ✓ **Kaizen and management.**
- ✓ **Public speaking and evaluation.**
- ✓ **Leadership and Teamwork**

CONTACT

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Service Sector (TSC)

E.K.Kanoo

Shadowed senior team members to learn all related jobs. Gained understanding of procedures by closely monitoring departments and learning their processes.

Increased understanding of vehicle industry processes by assisting with administrative tasks, cashier, warranty and Insurance department, kaizen, CRM, etc.

Learned new materials, processes and programs quickly to maximize performance.

Increased training efficiency by working closely with employees, managers and senior managers by asking questions, and giving honest, detailed feedback.

EDUCATION

Masters of International Business Management

Geneva Business School of Switzerland | 2018 - 2019

Subjects included, Financial Accounting & Reporting, Entrepreneur and Entrepreneurial Management, Academic Writing, Business Development & Sales Management, Leadership for Management & Business, Master Thesis, Online Commerce, Foreign Market Analysis, Organizational Behavior, Strategic Management, Managerial Economics, Production & Operation Management, Marketing of Services, Effective Project Management, Business Communication and Business Strategy & Multicultural Approach..

Acquired knowledge for preparation of Business Plan.

Bachelor of Commerce

Annamalai University | 2015 - 2017

Completed subjects such as accounts, auditing, business management, modern banking, Business English, etc. Awarded best speaker for Speech Competition. Volunteered and organized various events on behalf of the university.

Information Technology

Globals & Aptech

Completed and achieved certification in Microsoft office, access and outlook.

Completed and achieved certification in C#, C++, Java, PHP, SQL and Oracle programming.

ISO 9001:2015 - International Quality management

Bureau Veritas | 2017

Completed ISO 9001:2015 foundation course.

Completed and awarded certification in examination of ISO 9001:2015 Internal Auditor for International Quality Management.

Completed and awarded certification in examination of ISO 9001:2015 Lead Auditor for International Quality Management.