

AHMED ARMGHAN

METICULOUS & DILIGENT MARKETING / ADMINISTRATION EXECUTIVE

056-524-1283
050-320-7664

 armghanchudhry@yahoo.com

 <https://www.linkedin.com/in/ahmed-ch-m-b4937a92/>

 International City - Dubai - UAE

- *Experienced in creating business process improvement by utilizing leadership, communication skills, technological understanding, inspiring excellence and relationship building fostering revenue growth, cost savings, and improved productivity” ◀*

Goal driven, results oriented professional with comprehensive experience of over 14 years in administrative, management & marketing operations, customer relations, executive and business support. Possesses exceptional organizational, prioritizing, multi-tasking, and time management skills; extremely detail-oriented, analytical, dependable, and able to improvise when needed. History of excellence in interpersonal communications, relationship development establishing rapport along with an expert ability to clarify complex issues; highly skilled in database management, working with third parties, sensitive information management and documentation in corporate environment.

PROFESSIONAL STRENGTHS

- Organizational Management & Administration
- Meetings Coordination/Scheduling
- Promotional Writing & Project Support
- Customer Relationship Management
- Clear & Persuasive Communication skills
- Objectivity & Ability to Think Strategically
- Time & Calendar Management
- Corporate & Executive Relations
- Proofreading & Word Processing
- Database Management & Archiving
- Presentations, Public Speaking
- Multidimensional Problem Solving



Microsoft Office Suite (Word, Excel, Power Point, Outlook), Windows & Mac Operating System, First Rate Keyboard Skills (55+wpm with complete accuracy), Social Media Applications, Online Platforms

PROFESSIONAL EXPERIENCE

SR. MARKETING ADMINISTRATION EXECUTIVE – TRANS GULF ELECTRO-MECHANICAL LLC, DUBAI, UAE MAY 2005 – Present

Utilize professional attitude with a welcoming presence to streamline administrative and marketing duties including compilation of the financial and budgeting reports, customer visits, graphs & presentation hosting, maintain the competitor database, prepare the mailers and brochures, analyze and summarize data and trends, marketing research, correspondence, documentation, client meetings coordination, taking meeting minutes, project coordination, event management, carrying out employees annual appraisals in co-ordination with their Project In-charge.


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KEY ACHIEVEMENTS:

- ❑ Improved office efficiency by implementing coded filing system and introducing additional time-saving measures.
- ❑ Proactively sought operational opportunities which provided additional value added service and optimized marketing efficiency.
- ❑ Enhanced communication between departments and executive team, fostering a sense of teamwork and collaboration.
- ❑ Demonstrated excellence in front desk administration, mail, reception, greeting guests and scheduling, marketing meetings.
- ❑ Successfully built competent teams by diligently managing full recruitment cycle, on-boarding and performance appraisals.
- ❑ Maintained employee records, scheduled and covered vacations, administered employee benefit enrolment.
- ❑ Assisted internal project teams with project start-up, project close-out, contract administration and marketing correspondence.
- ❑ Facilitated setup and repairs of networks, phone systems, internet and computer devices and setting new staff's resources.
- ❑ Excelled in business development, customer service, marketing, execution and purchasing.
- ❑ Motivated teams and enhance the overall efficiency, performance, and compliance with business expectations.
- ❑ Utilized strong leadership, financial management skills and communication expertise to maximize profitability.
- ❑ Help to Increase the customer satisfaction year over year growth for fiscal 2017 by 15 percent.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Master of Business Administration [MIS]
Virtual University of Pakistan

July 2013

Training

- ❑ Digital Marketing Certified(2019)
- ❑ Business Ethics (2017)
- ❑ First Aid Certification (2016)
- ❑ Post Graduate Diploma in IT (2000)
- ❑ Sustainability Awareness (2017)
- ❑ Fire Fighting Certification (2016)

Excellent Employment References ■ Willing to Join **Immediately**, Travel & Relocate across U.A.E.

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit" ~ Aristotle