

SAJEDA AHMED

UAE

Email: Saje.a@live.com

Phone: +971589763595

WORK EXPERIENCE

- **Circuit Operations Coordinator, Abu Dhabi Motorsport Management (Yas Marina Circuit)** , , United Arab Emirates(Dec 2016 to Dec 2019)
- **Recreation Receptionist, Yas Island Rotana – Abu Dhabi**, Abu Dhabi, United Arab Emirates(Aug 2015 to Nov 2016)
- **Office Manager, Iris Property Management W.L.L – Iris Business Centre (Bahrain)**, , Bahrain(Apr 2015 to Aug 2015)
- **Admin Assistant / Receptionist, Project name: Julius Baer (Bahrain) B.S.C (Ex: Merrill Lynch International Bank Limited)**, , Bahrain(Jul 2011 to Feb 2015)
- **Administrative Clerk / Sales Team Support , JGB International (Bahrain)**, , Bahrain(Jun 2010 to Jul 2011)
- **Accountant Assistant, Shutdown Maintenance Services**, (Aug 2009 – Feb 2010) , Bahrain(Aug 2009 to Feb 2010)
- **Front Office Executive / Accountant Assistant , Bahrain Institute of Technology** , , Bahrain(Apr 2007 to Mar 2009)

EDUCATIONAL BACKGROUND

- , , **DIPLOMA**, 2020, Human Resource Management
- , , **DIPLOMA**, 2009, Association of Accounting Technician

SKILLS

PERSONAL BACKGROUND

° **Birthday:** - 1974-01-31