

Ahammed Ramzan Salim

Mobile : +971 55 708 2332
Email : sramzanmail@gmail.com
Address : Al Ain, Abu Dhabi, United Arab Emirates



Profile Summary

Marketing & Operation Executive with three years of experience in Mall Management. Further, handling Mall Operations. More than three years of experience as Tour Executive in Travel & Tour Management. Exceptional at providing services in the area Marketing, Operations, Leasing and Specialty Leasing etc.

Career Objective

Looking for a highly responsible and diverse management role in the related field where I can apply my experience towards helping lead, manage and support objectives set by a market leading and ultimately very ambitious organization.

Career Snapshot

2020 – Present	MARKETING & OPERATION EXECUTIVE <i>Line Investments & Property.LLC.</i> <i>(Shopping Mall Division of Lulu Group International)</i> <i>Abu Dhabi, UAE</i>
2016 - 2020	TOUR EXECUTIVE <i>Al Rayyan Holidays Ltd., Kochi, India</i>

Academic Projects

* **Travel & Tour Management** - The **Travel & Tourism** industry is still one of the largest single businesses in the world. It operates massively board scale it embraces activities ranging from the smallest seaside hotel, to airlines multi-national hotel chains and major inter-national tour operators

Key Competencies

- Conducting Market Research
- Event & Budget Planning
- Social Media Marketing
- Leasing & Specialty Leasing
- Operations & AMC Handling
- Lease Documentation

Academic Qualification

**Master of Business Administration
in Human Resources**
Bharathiar University, India

Bachelor of Computer Application
Mahatma Gandhi University, India

Personal Information

Nationality
Indian

Passport Number
N5971615

Personal Data
Gender: Male
DOB:29-AUG-1994
Marital Status: Single

Languages
English, Hindi, Tamil, Malayalam

Driving License
Valid UAE, Indian Driving License

IT Skills

MS Office 365 , Google Digital Garage & LinkedIn Marketing Labs Certifications, Windows OS, Email, Internet & Computer Apps, Yardi Voyager

Occupational Profile

MARKETING & OPERATIONS EXECUTIVE

Line Investments & Property LLC.
Abu Dhabi, UAE
(Shopping Mall Division of Lulu Group International)

Job Responsibilities:

- Developing and executing of marketing plan for the year. Prepare PPT, charts, reports and documents for department.
- Handling day-to-day responsibilities of all marketing communications & Operations for the mall.
- Generating revenue by renting out the advertisement & promotion spaces available in the mall. Achieve specialty leasing income goals established by Management.
- Coordinating with event teams for organizing various exhibitions, promotional activities to increase foot fall to the mall.
- Developing marketing plans, advertising, campaigns, maintain mall website & handling social media channels to enhance audience engagements etc.
- Supervise, guide and mentor the Mall Operations team reporting into and take full responsibility in identifying potential talent and timely supporting professional development.
- Tenant Management / Lease Administration & Documentation.
- Ensuring mall operating policies & procedures are duly followed by the tenants, service providers, contractors, etc.
- Processing and follow up on all lease documents to ensure completion & preparing Retail Presentations for Mall Management.
- Maintains files to ensure that documentation is up to date at all times, manage the flow of all lease related documents & Prepares various leasing supporting forms for managerial approval.
- Handle all conflicts and dispute situations amongst tenants, customers, mall visitors with help of security, in a smooth manner avoiding any disruption to mall operations.

TOUR EXECUTIVE

Al Rayyan Holidays Ltd.
Kochi, India
(Leading Travel & Tour Operators in Indian Travel & Tourism Industry)

Job Responsibilities:

- To provide travel information and answers to the enquiries by tourists.
- To assist with database management, creating itineraries, handling of bookings and travel documentation.
- Makes reservations for sightseeing tours, sporting events, theatre trips, etc.
- Help tourist's to plan their trips to domestic or international destinations, accommodation, transport, and fares.
- Research various destinations and means of travel regarding prices, customs, weather conditions, reviews etc.
- Collect deposits and balances.
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages.
- Attend conferences to maintain familiarity with tourism trends.
- Create and update electronic records of clients & Maintain relationships with key persons.
- Keep financial statements and documents.