


Wadah Elmahi

United Arab Emirates

 waddah_el_mahi@hotmail.com

 [linkedin.com/in/wadah-elmahi-3b4676ab](https://www.linkedin.com/in/wadah-elmahi-3b4676ab)

Summary

" PRIDE in Quality of Experience is more effective than PRIDE in the Amount of Experience " Wadah.

Attributes:

- Driving License - Strong work ethic - Energy driven - Not A Slacker or Plagiarizer.

Seeking Professional & Financial Independence is the priority.

Looking for an organization to believe in the potential within.

Adaptation to diverse work environments is my Talent.

An easily trusted individual with sincerity and passion to get active.

Produced creativity is in the input; not the process.

Not a Sales person, in fact I hate the word 'Sales'. So you want results? Simple; just input the Accurate way !

Literacy is the Principal tool to Establish Successful Communications !

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Experience



Administrative Supervisor

Masters Insurance Brokers Company

Jan 2021 - Present (4 months +)

Compliance coordinator

Marketing Management.

Internal Operations.

Compliance Reviews & Auditing.

Administration & IT services.



Communications Specialist

Strategic Communications and multimedia consultancy

Jan 2003 - Present (18 years 4 months +)

Very good command of English Language and attention to detailed language use, along with a keen eye for mistake recognition.

Arabic to English & English to Arabic Translation.

Throughout the years involved in several writing, copy writing and content creation tasks as well as several PR related jobs.



Sales Representative

Masters Insurance Brokers Company

Nov 2018 - Jan 2021 (2 years 3 months)

Representation of Company Services to all clients for insurance products.

Advising & coordinating the service provision to potential clients.

Marketing Management.

Internal Operations.

Compliance Reviews & Auditing.

Administration & IT services.



Warehouse Associate

Souq.com

Oct 2018 - Dec 2018 (3 months)

Temporary contract for Warehouse operations assistance during peak hours.

Handling & coordination of shipment distribution for Abu Dhabi city.

Courier safety provision for loading.

Revision and checking for shipments' designations.



Events Associate

Wow Events & Exhibitions

Sep 2015 - May 2018 (2 years 9 months)

Temporary Events Associate for Several Events & Exhibitions Throughout Abu Dhabi & Dubai taking roles & responsibilities in the following positions: Scanner, Floater, Registration Staff, Gallery Coordinator, Customer Service, Mascot Supervision, Crowd Management, Merchandising and Production Assistance. Recognition for Efforts from Private and Government Clientele.



Assistant to Managing Director/Marketing (Intern)

Khalaf Saif Establishment

Jan 2018 - Mar 2018 (3 months)

Internship experience in areas related to the work environment from writing e-mails, inquiries, quotations, LPO (local purchase order) layout, accounts managing of collections (communication/ followups), employee relations, sales techniques, bargaining and last but not least content creation for sales or rent service.



Customer Service Representative (YAS MARINA CIRCUIT Active-life)

Wow Events & Exhibitions

Jun 2017 - Mar 2018 (10 months)

Recruited to work for the Yas Marina Circuit Activelife cycling experience.

Customer service representative:-

- Meet & Greet.
- Registration for event.
- Track safety Briefing.
- On-Track safety martial.



Customer Service Team Lead for Abu Dhabi FORMULA 1 GRAND PRIX

Wow Events & Exhibitions

Nov 2015 - Dec 2017 (2 years 2 months)
Customer Service



Registration Specialist

GITEX 2017

Oct 2017 - Oct 2017 (1 month)

Registrations, Visitor assistance, Floor Map Directions, Customer interaction.



Mascot Supervision for Abu Dhabi SCIENCE FESTIVAL

Wow Events & Exhibitions

Oct 2015 - Oct 2017 (2 years 1 month)

Annual Event Permanently Selected to engage with Crowds and stage Mascot visits throughout Abu Dhabi.



Merchandising Assistant for Tourism & Culture Authority (QASR al HOSN FESTIVAL)

Wow Events & Exhibitions

Mar 2016 - Mar 2016 (1 month)

Trusted by Sponsoring officials with inventory count and merchandising for heritage festival kiosks.



Customer Service Team for the DU ARENA CONCERTS

Wow Events & Exhibitions

Sep 2015 - Dec 2015 (4 months)

Scanner, Floater and Bullhorn Staff



Registration Staff for the UAE Etihad Festival

Wow Events & Exhibitions

Nov 2015 - Nov 2015 (1 month)

Registration staff



Gallery Coordinator for Abu Dhabi Art Festival

Wow Events & Exhibitions

Oct 2015 - Nov 2015 (2 months)

Gallery Coordinator

Media Team Assistant



Marketing & Advertising Manager

Strategic Communications and multimedia consultancy

2011 - Aug 2013 (2 years 8 months)

Founder of a former Advertising Website in 2011 once focused on creating a unified online directory for businesses and services in Sudan.

Currently Seeking and continuously accomplishing one-time tasks, Temporary contracts and any experience refreshing opportunities.



Administrative Officer for Sudan Branch (Project Based)

Masters Insurance Brokers Company

Sep 2011 - Dec 2011 (4 months)

Direct involvement and Success in the early stages of the firm's business in Sudan.

Typing, scanning, sending & receiving emails and documents.

Official documents proofreading.



Administrative Assistant

Neo Club

2007 - 2010 (4 years)

Marketing, Advertising, DJ, Service, Technical assistance, PR Assistance.



Phones Shop Manager

Shop

Sep 2003 - Jan 2005 (1 year 5 months)

Management with all the responsibilities of handling shop's operations.

Sales, promotion, marketing and fixing software/hardware for all phone models of the pre-touch screen technology age

Financial Manager for the shop.

Marketing Manager.

Education



Abu Dhabi University

Bachelor's Degree, Strategic Communications

2014 - 2018

With all the working experience & social connections gained in the past; Finally comfortable, capable and confident of excelling in the Strategic Communications field especially because of my Strong Command of English Language and its use according to function.



Al Khawarizmi International College

Training Certificate, Autocad & 3D-MAX

2012 - 2012

Took training on AutoCAD and 3D-MAX



Cambridge Training Institute

Training course, Project management

2012 - 2012

Project Management Professional Trainig



Girne American University

Bachelor's degree, Architecture

2005 - 2010

I have gained very good experience in Understanding Architecture.

Skills

Management • Strategic Communications • Interpersonal Communication • Marketing • Social Media •
Sales • Microsoft Office • Leadership • Customer Service