|  |  |
| --- | --- |
| SHIHAB OSMAN AHMED  SENIOR PROFESSIONAL (Public Relations/Administration)  **An established professional** scaling new heights of success by leaving a mark of excellence in assignments pertaining to **Public Relations,** **Govt. Liaising,** **General Administration & Personnel Management;** targeting to express potential in challenging roles  with an esteemed organizationin **Abu Dhabi**  Contact: +971 563727473 | Email: [shehab.new@gmail.com](mailto:shehab.new@gmail.com) | |
| **CORE COMPETENCIES**  ***Public Relations***  ***HR Operations***  ***General Management***  ***Internal Communication***  ***Business Operations Excellence***  ***Liaison & Coordination***  ***Stakeholder Management***  ***Reporting & Documentation***  ***Team Management***  **TRAININGS**   * Training in Ministry of Energy and Mining – Geological Research Authority of the Sudan (GRAS) – 2013 * Training in Central Laboratory for Science – Environment & Soil Researches (CLSESR) – Sudan – 2013 * Applied Geotechnical Engineering & Investigation – Soil & Asphalt Tests – Estidama Training Center - Sudan – 2015 * First aid in the community – Sundanese red crescent society – Sudan – 2015 * AutoCAD certificate /AutoCAD 2D & 3D Design – Khartoum University – 2013 * NLP Diploma – Sudan – 2010 * Microsoft Office diploma – Sudan – 2010   **PERSONAL DETAILS**  Address: Flat 1308, Bldg. OP3, Dubai Sports City, Dubai, UAE  Date of Birth: 16th December 1989  Languages Known: English, Arabic  Marital Status: Married  Nationality: Sudanese | **PROFFESSIONAL SUMMARY**   * **Results-driven Professional offering nearly 10 years of UAE experience in General Administration, Personnel Management & HR Operations** * Experienced in spearheading a wide spectrum of general administrative activities * Proven track record of establishing processes & SOPs (Standard Operating Procedure) for streamlining workflow and enhancing productivity; an effective communicator with excellent relationship management skills with the capability to relate to people at any level of business and management * Experienced in executing & spearheading **revenue & business presentations, confidential assignments, and official communication** * Impressive success in assisting the top management/partners in daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence * Skills in managing HR-related issues complying with established policies and processes; executed entire personnel related activities to manage positive employee relations atmosphere * Conveyed HR policies, methods and related activities along with follow-up and respond to Team Member issues * Expertly provided administrative and operational support in functional areas of including recruitment employment, employee relations, compensation, and special projects management * Experience in identifying, developing and negotiating with vendors for the procurement of necessary items, supplies and materials for the smooth running of operations of the organization * Excellent communication & interpersonal skills with strong analytical, team building, problem-solving and organizational capabilities * Impressive success in **streamlining day-to-day workflow,** driving **operational efficiencies** while coordinating with HODs (Head of Department) & staff, meeting deadlines using **problem evaluation, analytical & strategic skills**   **EDUCATION & CREDENTIALS**   * **B.Sc. (Honors) in Science of Geology** from Faculty of Petroleum and Minerals – University of Al-Neelain, Sudan in 2012 |
| **PROFFESSIONAL EXPERIENCE**  **Since Dec’21: ABA Investments LLC – Dubai as Management Assistant/ Public Relations**  **Key Results Areas:**   * Steering efforts in coordinating for the schedules among executive team members and plan the logistics * Extending assistance in relation to human resource activities and ensuring that they are delivered in a timely manner and provide assistance to the employees on HR related matters and issues and recruiting new staff * Developing and keeping records for the important documents for reports, meetings and memos * Rendering support on the research and writing reports and Letters and independently writing reports on behalf of upper-level management * Managing all the administrative staff members; performing follow-up for all the Banking transactions for the company & government transactions * Ensuring Public relations of the company * Strategizing publicity and campaign related plans; networking with clients and internal teams on budgets, timelines and objectives * Monitoring the processing of all types of applications and paperwork to the local government bodies, employment, residence visas & labor permits * Briefing senior executives towards ensuring their full preparation for interviews as well as advised on plan-of-action to mitigate the risk to company’s reputation * Managing all issues and problems associated with organizational personnel; ensuring entire contracts and paperwork are completed as well as returned correctly and on time * Acting as a link between management and employees by addressing questions, interpreting and administering contracts and helping resolve work-related problems * Ensuring smooth operations at all times and maintained proper decorum & discipline by implementing and modifying the policies; ascertained the administration of SOPs (Standard Operating Procedures)   **Jul’21-Dec’21: Al Melehy HR Services – Abu Dhabi as PRO/ Typist**  **Highlights:**   * Managing: * Typing of all the transactions of ministry labor MOHRE (Tas’heel system) * Typing all transactions of Federal Authority for Identity & Citizenship (ICP smart services) * Clearance for all MOHRE transactions, such as (new work permit/renewal, new labor contract/renewal, cancelation) * Clearance for all transactions of federal authority for identity & citizenship, such as (new employment visa/renewal/cancelation, new emirates ID/renewal) * Typing all transactions of critical infrastructure and coastal protection authority (CICPA applications) * Transactions of Abu Dhabi economic department   **Jan’21-Dec’21: Next Transaction Following - Abu Dhabi as Public Relations Officer**  **Highlights:**   * Prepared marketing strategies and managed business development * Participated in tenders and follow-up on the auctions and tenders * Administered MOHRE transactions, such as (new work permit/renewal, new labor contract/renewal, cancelation) * Transactions of federal authority for identity & citizenship, such as (new employment visa/renewal/cancelation, new emirates ID/renewal) * Steered efforts towards: * Health insurance (DAMAN) * Transactions of Abu Dhabi economic department * Judicial department and notary public services * Department of municipalities and transport * Ministry of foreign affairs * Abu Dhabi chamber services * Abu Dhabi civil defense services * Abu Dhabi Police   **Jun’20-Jan’21: DICON Investment LLC (TASHEEL Center) – Abu Dhabi as Transaction Sales Executive**  **Highlights:**   * Leveraged skills towards the following transaction sales: * MOHRE transactions, such as (new work permit/renewal, new labor contract/renewal, cancelation) * Tawjeeh Transactions * Transactions of federal authority for identity & citizenship, such as (new employment visa/renewal/cancelation, new emirates ID/renewal) * Health insurance (DAMAN)   **Apr’17-May’20: Alpha Transaction Following - Abu Dhabi as Business Development / PRO**  **Highlights:**   * Managed the screening of potential business deals by analyzing market strategies * Fostered negotiation strategies in proportion to the company’s strategy and its operations * Evaluated the industry and related events, publications, announcements, tracking individual contributors and their accomplishments   **Dec’15-Apr’17: NBIZ Infosol Consultancy & Training – UAE as Business Development Executive**  **Highlights:**   * Monitored the sales process to attract new clients; implemented CRM to records all business details * Appointed as the Training Coordinator; identified new market opportunities   **Aug’12-Dec’15: HERITAG IN’L TRAIDING LL.C – UAE as PRO/ Supervisor**  **Highlights:**   * Liaised with multiple departments and assisting line managers to make sure that they are fully understand and implemented the company’s policies and procedures | |