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| SHIHAB OSMAN AHMEDSENIOR 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 |
| **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, UAEDate of Birth: 16th December 1989Languages Known: English, ArabicMarital Status: MarriedNationality: 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
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| **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
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