

# Islam Ahnish

Dubai, UAE

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I believe I am a very reliable and trustworthy person. I am competent, hardworking, flexible and a dedicated professional individual who always takes on life enthusiastically and with a positive attitude. I have a very friendly personality and I enjoy working with the public or in a team. My past work experiences and education have taught me many skills including strong analytical, written and oral communication, computers, organisation and diversity in the work place. I am a quick learner and am able to accept constructive criticism in order to improve my working career. If given the chance I believe I can prove that I will be a huge contribution to the workforce and a worthy and valuable employee.

I am seeking a position that allows me to apply my abilities, knowledge, skills, and talent to gain further experience in management, human resources, sales, real estate, marketing/social media, and events organisation.

## Professional Experience

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### ◦ Etherton's Educational Services L.L.C

*General Manager*

**Dubai, UAE**

*December 2018–Present*

I am currently working as a General Manager for the company Etherton's Educational Services. I helped establish this educational company in 2018 first as a Business Development Manager and then progressed onto a General Manager.

- Determine staffing requirements, interviews, hiring and train new employees and oversee their personnel processes
- Set policies and procedures to ensure quality of staff
- Direct and coordinate the activities of the business
- Manage staff, preparing schedules and assigning specific duties
- Review financial statements
- Establish and implement department policies, goals, objectives and procedures
- Oversee and manage staff to make sure the material was competent
- Promoting the company
- Designed company website and logo
- Assured all social media was up to date
- Hold monthly meetings with the team which included feedback and any improvements which were necessary.

### ◦ Chestertons

*Business Development Manager*

**Abu Dhabi, UAE**

*November 2017–November 2018*

- Worked in social media and marketing in English and Arabic in order to develop and gain business for the company
- Review plans and proposals to determine timeframe, procedures and staffing requirements.
- Monitor and report property costs
- Setting up and attending business meetings with various building owners/landlords and other companies in real estate.
- Bringing income into the company across all business lines.
- Overlook and bring in new clients by networking.
- Plan and persuade companies to do business with the company.

- Manage real estate brokers within the company.
- Organise meetings to discuss strategies to bring in more business.

#### ◦ **Eshraq Properties**

**Abu Dhabi, UAE**

*Marketing and Communications Specialists / Public Relations Manager*

*November 2015–November 2016*

- Follow up with the company's investors and the stock market (ADX).
- Help organise the setup of a new branch in Dubai.
- Submitting documentation to the Ministry Of Labour for visa applications.
- Submitting documentation to obtain licenses and organizing all employee official paperwork.
- Arrange medical tests, passports and memos.
- Represent the company at various locations such as hotels, airports, ministries and embassies.

#### ◦ **Middle East Properties**

**Dubai, UAE**

*Real Estate Agent*

*May 2015–November 2015*

I worked as a real estate agent between sellers and buyers in Dubai. I also managed the social media network for the company. I was assigned specific areas such as Downtown Dubai, Jumeirah, JBR and The Palm.

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.
- Determine clients' needs and financial abilities to propose solutions that suit them.
- Intermediate negotiation processes, consult clients on market conditions, prices, legal requirements and related matters, ensuring a fair and honest dealing.
- Display and market real property to possible buyers.
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc.)
- Manage property auctions or exchanges.
- Cooperate with appraisers, companies, lenders and home inspectors.
- Promote sales through advertisements, open houses and listing services.
- Remain knowledgeable about real estate markets and best practices.
- Ability to work independently combined with excellent interpersonal skills
- Strong sales, negotiation and communication skills.
- Managed the social media network for the company to help promote and advertise the company.

## Other Experiences

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#### ◦ **Saxo Bank**

**Dubai, UAE**

*Social Media Specialist*

- Translated and edited financial web pages for Saxo Bank. These were later published and used on their websites.

#### ◦ **Khalifa Hospital**

**Ajman, UAE**

*Intern*

*October 2014–December 2014*

- Completed a Public Relations internship programme in the Khalifa hospital in Ajman.

#### ◦ **Libyan Consulate**

**Dubai, UAE**

*Volunteer*

*Summer 2013*

- Assisted in the organization of The General National Congress Election.

- I represented Emirates University in Al Ain in U.A.E Getex Exhibition.
- I was also an event coordinator.
- I took part in the arranging of exhibitions for companies to attend and join which were also sponsored by the University.

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◦ **Social Media Experience**

- Facebook
- YouTube
- Twitter
- LinkedIn
- Google+
- Pinterest.
- Instagram.

## Key Skills

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◦ **Extensive Computer Skills :**

- Experience with website analysis using a variety of analytic tools including Google Analytics as well as internal reporting tools
- Experienced working with popular PPC ad platforms (Google Adwords etc).

I am proficient in the following:

- AutoCAD
- CRM
- Microsoft Office (Word, PowerPoint, MS Excel)
- Final Cut Pro (Editing)
- Adobe Photoshop
- Video Editing

◦ **Management Skills :**

- **Interpersonal Skills:** ability to work and interact with people from a range of backgrounds and cultures through extensive networking. Efficient, self-motivated and proactive. Equally competent as an independent worker and team player.
- **Communication Skills:** experienced in individual and group presentations. Awarded 'A' grade in my final year research project.
- **Time Management and Organisations skills:** excellent preparation for university and allocation of timing in relation to project and assignment deadlines.
- **Social Media Skills:** blogging and interacting on the internet. Creating web pages on social sites such as: Facebook, Instagram and Twitter.

◦ **Languages:**

- English and Arabic

## Education and Qualifications

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- **Online Course November 2015**

- Achieved a merit in a Social Media Marketing and Online Reputation Management course.

- **Ajman University of Science and Technology, UAE (August 2009 – 2015)**

- Bachelor of Arts in Public Relations and Advertising-Radio & Television and communications.

- **Abu Dhabi British Council, UAE (June 2009)**

- ELTS certification

- **Secondary School (Graduated in 2006)**

- Al Manhal International School Abu Dhabi, UAE

- **Additional Courses**

- Achieved a certificate in a Political Thinking course.
- Achieved a certificate in a course implementing Etiquette and Protocol in the working environment.

## Interests

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- Diving, swimming, music, attending political events, movies, reading, online research, graphic design, current affairs, photography, off road driving, fishing, fitness.

## References

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### Laura Etherton

CEO

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### Aysha Almehrmi

Head of Human Resources

Khalifah Hospital

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