



# IRSHAD AHMED (BA)

BA Honors faculty of Arts (theology)

MBA (The Preparing Training Business Administration) Diploma  
(Arabic Speaker)

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Deira, Dubai

## CAREER OBJECTIVE:

Career driven with a systematic approach to areas of administration, human resource management, public relation officer, admin assistant, assistant manager and teaching, to develop excellent knowledge and have strong interpersonal skills through working experience, keen sense of willingness to learn, ability to hard work and to participate in all types of extracurricular activities, cultural and social works inside the company.

## CAREER SUMMERY:

Possessing six years of work experience in administration and back office support with several roles and responsibilities and experiences such as personal assistant and public relation officer with fluent Arabic speaking skills in Egypt.

2019 – 2021 *Public Relation Officers (Solid for furniture & interior solution)*

- ✓ Develop PR campaigns and media relations strategies
- ✓ Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management
- ✓ Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- ✓ Prepare and distribute press releases
- ✓ Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson
- ✓ Seek opportunities for partnerships, sponsorships and advertising
- ✓ Address inquiries from the media and other parties
- ✓ Track media coverage and follow industry trends
- ✓ Prepare and submit PR reports
- ✓ Manage PR issues

2016 February – 2021 May *Personal Assistant (Solid for furniture & interior solution)*

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|---|---|
| ✓ Act as the point of contact between the manager and internal/external clients | ✓ Make travel arrangements                  |
| ✓ Screen and direct phone calls and distribute correspondence                   | ✓ Take dictation and minutes                |
| ✓ Handle requests and queries appropriately                                     | ✓ Source office supplies                    |
| ✓ Manage diary and schedule meetings and appointments                           | ✓ Produce reports, presentations and briefs |
|   | ✓ Devise and maintain office filing system  |







2017 – 2018 *Teaching Assistant (Al Azhar Institute Cairo Egypt)*

- ✓ Help teachers prepare lesson plans
- ✓ Set up necessary material for classes (e.g. projectors, chemistry sets)
- ✓ Track student attendance and class schedules
- ✓ Review material taught in class with individual students with learning challenges
- ✓ Work with smaller groups of students for remedial teaching or reinforcing the learning process
- ✓ Escort and supervise students in field trips and school activities
- ✓ Make sure classrooms are safe and tidy before classes start
- ✓ Assist teachers with various tasks, like grading assignments and informing parents of their children's progress
- ✓ Help students adjust, learn and socialize and report to teachers about possible behavioral issues

## **PERSONAL SKILLS:**

*Highly organized, efficient, flexible and versatile team player, who would work hard and excel in any environment, also dedicated and committed to work, willing to take on challenging roles, tough assignments and work to tight deadlines to achieve the company goals.*

## **ACADEMIC QUALIFICATIONS**

-  *Has Successfully Completed the Preparing Training Business Administration Diploma – 2020  
Federation of Arab Teachers the Arabic Institution for studies 2020*
-  *The Bachelor of Arts. Faculty of Theology, (B.A. Honors) Degree in Exegesis of Qur'an & Qur'anic Sciences -2017.  
Al-Azhar University Cairo Egypt*
-  *Successfully Completed Secondary Al- Azhar institutes 2014–Cairo, Egypt.*
-  *GCE Advanced Level In Arts - 2012 –Sri Lanka.*
-  *Completed The Seven Year Course Of Higher Studies In Islamic Sharia and Arabic Language- 2012.*
-  *GCE Ordinary Level – 2011-Sri Lanka.*

## **ADDITIONAL SKILLS:**

- *Higher studies in Arabic language and Islamic Studies in Egypt.*
- *Diplôme in Human Resource Management..*
- *Diploma in Teacher training.*
- *Diploma in English in British Council.*
- *Diploma in Computer Hardware.*
- *Diploma in Microsoft Office.*
- *Diploma in Graphic Designing.*
- *Islamic Banking and Finance*

## **LANGUAGE SKILLS:**

*Proficient level in four languages:*

*Arabic : Reading, Writing, Speaking and Listening*

*English : Reading, Writing, Speaking and Listening*

*Sinhala : Reading, Writing, Speaking and Listening*

*Tamil : Reading, Writing, Speaking and Listening*

## **PERSONAL DETAILS**

- *Full Name : HIRSATH AHMED SEENI PAKEER*
- *Gender : Male*
- *Date of birth : 04/11/1989*
- *Nationality : Sri Lankan*
- *Civil Status : Single*
- *Currently living in : Deira, United Arab Emirates*

*References Will Be Provided Upon Request*