

Omar Ahmed

Executive Administrative Assistant

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PROFILE SUMMARY

Experienced Executive Administrative Assistant with 16 years of experience providing comprehensive support to executives and teams. Increased office efficiency by implementing an electronic filing system, streamlining workflow, and introducing new processes that enhanced executive productivity. Proficient in multitasking and time management, with a proven track record of delivering results. Highly organized and detail-oriented, with a knack for managing calendars, scheduling meetings, and arranging travel. Outstanding computer proficiency, complemented by excellent written and verbal communication skills. Proactive in solving problems and building positive working relationships with colleagues and clients. Ready to utilize my experience to drive productivity and make a positive impact in a new role.

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant

2011 - 2022

UAE Sailing and Rowing Federation - Abu Dhabi

- Provided comprehensive administrative support to senior executives by managing calendars, scheduling meetings and appointments, coordinating travel arrangements, and preparing detailed itineraries.
- Managed all incoming calls and responded to emails in a timely and efficient execution.
- Coordinated logistics for meetings and events, including arranging catering, booking venues, and preparing materials.
- Prepared and edited various documents, including correspondence, reports, presentations, and spreadsheets.
- Maintained confidential information with the highest level of discretion and integrity.
- Introduced a user-friendly electronic filing system, which reduced file retrieval time remarkably.
- Provided exceptional support to managers and co-workers, increasing the overall efficiency of the office.

Administrative Assistant and Translator

2006 - 2011

Emirates Heritage Club, Abu Dhabi (Emirates Sailing School)

- Prepared documents, letters, circulars, reports, and minutes of meetings.
- Manage and archive all files, including incoming and outgoing.
- Coordinated travel arrangements and logistics for senior executives and team members.
- Managed schedules and appointments for executives and team members.
- Managed office supplies, maintained office equipment, and assisted with office-related tasks.
- Provided support to manager and co-workers, increasing the overall efficiency of the office
- Provided backup support to other departments, which was highly admired by General Manager.
- Create, edit, and output tables and illustrated patterns in Microsoft Office.
- Performed other administrative tasks related to the administration function.

Clerk

2004 - 2005

Abu Dhabi Commercial Bank, Abu Dhabi, Tourist Branch

- Filed and organized documents according to company policies and procedures.
- Processed paperwork accurately and in a timely manner.
- Handled customer inquiries and complaints and resolved issues promptly.
- Demonstrated excellent customer service skills in a helpful and efficient manner.

Clerk

2003 - 2004

Union Exchange, Abu Dhabi, Old Market

- Managed and maintained filing system for documents and records
- Typed reports, correspondence, and other materials as needed.
- Coordinated with team members to ensure timely and accurate processing of client requests.
- Responded to customer inquiries and provided excellent customer service.

VOLUNTEER EXPERIENCE

Technical and administrative support

Oct 28th to 1st November 2015

SARF- Abu Dhabi Event: ISAF World Cup Final UAE, Abu Dhabi

- Race officer and secretarial result committee

Technical and administrative support

26th to 30th November 2014

SARF- Abu Dhabi Event: ISAF World Cup Final UAE, Abu Dhabi

- Race officer and secretarial result committee

Public relations and admin support

Dec 12th to Jan 3rd, 2015

Event: Volvo Ocean Race - Abu Dhabi stopover – distention village

Public relations and admin support

1st to 14th Jan 2012

Event: Volvo Ocean Race - Abu Dhabi stopover – distention village

EDUCATION

Bachelor degree in English and literature - Faculty of Humanities and Social Sciences

United Arab Emirates University – Al Ain

The certificate has been equalized from WES World Education Services as a bachelor's degree four years in English language and literature, ECA#: 4150128IMM

HONOR AWARDS/CERTIFICATIONS

Appreciation Certificate - World Games Special Olympics Abu Dhabi 2019

Certificate of Completion- Microsoft Office 365 –EDRAAK-MICROSOFT 2023

Certificate of completion -Administrative Support – ALISON 2023

Certificate of achievement - completing a course Business and Management – MINDLUSTER 2023

Certificate of completion -Customer Service how to deal with consumers –EDRAAK 2023

Certificate of completion -English for Workplace – EDRAAK - British Council 2023

Certificate of completion -interpersonal Skills Advanced Soft Skills – ALISON 2023

Certificate of completion -Soft Skills Master the top 10 skills necessary in the workplace – ALISON 2023

Certificate of completion - Time Management – TERACOURSES 2023

Certificate of completion - Communication Skill – TERACOURSES 2023

Certificate of completion - Problem Solving Skills– TERACOURSES 2023

Certificate of achievement - Excel function – MINDLUSTER 2023

Certificate of achievement -Critical skills – MINDLUSTER – 2023

Certificate of completion -Positive thinking – COURSAT 2023

Completion Certificate - Essential Career Development – EDRAAK 2023

Training completion certificate - Goal Setting and Decision Making – FORSA 2023

Certificate of completion - leadership skills – TERACOURSES 2023

Certificate of achievement - presentation skills – MINDLUSTER 2023

Certificate of achievement - Secrets of behavioral skills – MAARF 2023

LANGUAGES

- **English:** Fluent (speaking, reading & writing)
- **Arabic:** Native