

Contact

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(LinkedIn)

Top Skills

Business Development
Project Management
Operations Management

Languages

Arabic
English

Amira Hawatt

Project Development Manager at Jupiter Holding Ltd.
United Arab Emirates

Summary

7+ years of initiating and delivering sustained results and effective change across a wide range of industries. Major experience lies in strategizing and leading cross-functional teams to bring about fundamental change and improvement in strategy, process, and profitability – both as leader and consultant.

Experience

Jupiter Holding Ltd.

3 years 10 months

Project Development Manager

June 2017 - Present (3 years 10 months)

Commercial Operations Specialist

June 2017 - June 2019 (2 years 1 month)

Dubai, United Arab Emirates

Responsible for strategic planning, execution and tracking of Operations, Sales & Revenues. This includes directing and managing multiple projects from beginning to end. overseeing quality control throughout by managing delivery timelines, project risks, and acting as a liaison with all project stakeholders to ensure effective change management.

Emirates

Airport Operations Specialist

October 2013 - August 2014 (11 months)

Dubai, United Arab Emirates

Accountabilities included:

- Delivering the highest level of Customer Service at all customer touchpoints
- Constant liaison with Check-in, Boarding Gate, Ramp, Cargo, Lounge.
- Supervising service partners' activities for the smooth acceptance of passengers.

- Directing Arriving/Departing passengers to respective areas such as Arrival Hall, Transfer Area, Departure Gate, Lounge, etc
- Checking entry requirements (visas, residence permits) are met
- Coordinating with Cargo, Fuelling company, Baggage Make up Area, aircraft loading team, catering suppliers for a smooth turnaround
- Handling of company mail
- Performing pre-and post-flight administration duties
- Handling baggage claims
- Ensuring compliance with QR Safety and Security requirements.
- On-Time Performance

Intice

Business Development Executive

2010 - 2013 (3 years)

Sydney, Australia & Dubai, United Arab Emirates

Intice is the first and leading 3D Design company in the UAE to offers services in 3D Design, Interior Design, Interior Decor and 3D Rendering.

Responsible for the sales and marketing plan process to attract new clients. Developed and worked with senior team members to identify and manage risks. Maintained fruitful relationships with clients and addressed their needs effectively. Researched and identified new market opportunities.

Demonstrated excellent communication, presentation, and organizational skills.

Worked independently whilst remaining a part of a committed and successful team.

Created and maintained a list/database of clients; maintaining a pipeline of all sales administration using CRM software.

Collaborating with management on sales goals, planning, and forecasting; maintaining short – and long-term business development plans.

Education

University of Technology Sydney

Advanced Business, Business/Commerce, General · (2010 - 2013)

Dubai Entrepreneurship Academy

Change Management

Emirates Training College

Certificate - Ground Operations

University of Adelaide

Certificate in PMP, Project Management