



Mohanad Nabel Battikh

Residential visa: UAE Golden residence

Nationality: Syrian

Country of birth: United Arab Emirates

Mobile number: +971 5044 39 389

Marital Status: Single

Date of Birth: January.16.1995

Email: Mouhanadbattikh@gmail.com

Military status: Exempt.

PERSONAL SUMMARY

Over 8 years of administrative experience in different organizations, highly skilled, experienced and focused Executive Assistant/Administrator with considerable knowledge of the full range of office administration. I'm a person who works well with own initiative and under pressure, Creative with flexible and professional approach; enjoys challenging environments.

EDUCATION

- **Bachelor Degree in Business Administration:** International University for Science and Technology (IUST).
- **High School Diploma – American Certificate:** Al Nahda National Schools.

CERTIFICATES

- Chartered Financial Analyst (CFA).
- Project management (PM).
- Certificate Accounting (CA).
- Certificate Marketing (CM).
- Quality management (QM).
- Scholastic Assessment Test (SAT).
- Economic & Financial feasibility studies Certificate (EFS-FFS).
- Basic Technical Financial Analysis (BTFA).
- International English Language Testing System (IELTS).

PROFESSIONAL EXPERIENCE

Sector Coordinator - Site operations, EXPO 2020 Dubai, Dubai - UAE (2022 February 9th – 2022 March 31th)

- Responsible for daily management in the most important sector.
- Constant cooperation with operations staff, ensuring that everyone is always prepared for the orders of higher management.
- Being Pleasant Flexible and projecting positive attitude.

Marketing manager, Expo Cham Exhibition & Event Management, Damascus - Syria (2019 February 1st – 2021 January 30th)

- Handling all conflicts and issues regarding the clients' accounts.
- Invited new client to participate in the company's exhibitions by email and business meetings.
- Managing, arranging and preparing for "Syria Health International Exhibition" and executing during the events.

Marketing & events coordinator, Pyxis Events L.L.C, Abu Dhabi - UAE (2018 March 1st – 2018 September 1st)

- Leading, executing during the events and organizing the client accounts.
- Forming trusting relationships with customers by quickly responding to their needs.
- Gained the ability to work in terms and on own initiative, with a proven record of contributing to process improvements.
- Acquired accounts of VIP client for the company.

Personal assistant to CEO/Public Relation Officer/Executive supervisor, Bait AL Nokhada for Tents & Fabric Shades L.L.C, Abu Dhabi - UAE (2013 March 20th – 2018 Jan 22nd)

- Handled government and private sector relation matters.
- In charge of debt collection matters.
- Assisting Human Resources department with labor – employee matters (residential visas, cancellation, travel affair and other employee matters)
- Following up with the coming shipments from outside UAE.
- Performing sales tasks assigned by the CEO.
- Operated follow up strategies with emails and mobile assigned by the CEO.

Public Relations Officer, Al Bazee Facilities Management, Abu Dhabi - UAE (2012 May 1st – 2013 Jan 30th)

- Facilitate visa and immigration services.
- Enabled employees to access various governmental sectors depending on project type.
- Ensured client contracts follow up and relationship management.

FREELANCE EXPERIENCE

Feasibility Studies

- **Egg Hatching Lab; Feasibility Study in (Kuwait).**
- **Marble Factory; Prefeasibility Study in (UAE).**

Ventures Middle East

- **Evaluation Project – (EY) & (MOHRE) "Ministry of Human Resources & Emiratization" (TASHEEL Centers – All over UAE Cities) - 2018 Feb.**

Vibes-Events

- Toyota Motor Show (Dubai-WTC) - 2017.

Don Rite Consultancy & Design

- World Summit Award (ADSIC Mobile Application Event) – 2013
- National Rehabilitation Center (Global Youth Congress) – 2014
- Emirates Foundation (Recognition Event) - 2014

Wow Events

- Manarat Al-Saadiat (Abu Dhabi ART) – 2013
- Cavallia (Qasr Al Hosn Festival) – 2014

QUALIFICATIONS AND SKILLS

- Ability to work in a team setting and under pressure.
- Skilled at working with people with diverse backgrounds.
- Providing Economic & Feasibility Studies.
- Proficient in providing project support to different work teams based on standard procedures and policies.
- Expert at Sales Forecasting and Market Studies.
- Expert as a Stock Exchange Analyst (CFA).
- Excellent skills in Microsoft Office suite application.
- Professional skills at work as an Executive and administrative.
- Positive attitude, motivated, organized and Proactive.
- Excellent oral and written communication and presentation skills.
- Expert as Events management.

LANGUAGE

- **English:** Fluent (Written, Spoken).
- **Arabic:** Professional Fluency (Written, Spoken).

DRIVING LICENSE

- Valid **U.A.E** driving license.

REFERENCE

- Available upon request.

Note: All references are available upon your request.