

# Sajeda Ahmed

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## WORK EXPERIENCE:

### Circuit Operations Coordinator (December 2016 – December 2019)

Abu Dhabi Motorsport Management (Yas Marina Circuit) – Contractor via Adecco ME

- Prepare monthly schedules, timesheets, invoices and contracts for volunteers and officials and co-ordinate with Finance Department for the payments of volunteers
- The focal point of contact for all medical inquiries and communication between ADMM and medical service provider
- Liaise with medical service provider for anything related to the running and operation of the Medical Centre and request an adequate medical cover for events as per safety plan
- Recruitment and management of volunteers (Driving Instructors) for retails and corporate events
- Recruitment and management of senior officials for competitive events
- Podium preparation and operation for motorsport events including Formula 1
- Secretary of Meeting for YMRC and any other events that may require this role.
- Prepare all documents for YMRC events such time tables, supplementary regulations, bulletins, reports, Events gathering sheets...etc.
- Obtain all documentation required to hold any racing meeting such permits, officials license and manage recruiting process.
- liaise with competitors, motorsport clubs, series and event organizers
- Advice and assist circuit operations staff with ADMM procedures and policies i.e. timesheets; electronic purchase requisitions.
- Oversee office maintenance and manage department's supplies, office stationery and other office items
- Manage and maintain the departmental filing system and maintain hard and soft copies of all official documentation in a proper manner
- Ensure target monthly working hours are met for all circuit operation personal and report any variations to the head of circuit operation department
- Raise purchase requisitions/ release orders / budget transfers using Oracle system along with tracking approval and budget requisitions.
- Update quarterly departmental KPI, maintain and create necessary support documents
- Supporting the creation of departmental policies and procedures documents
- Handle requests and enquiries and provide a full range of administrative support
- Prepare regular departmental reports and conduct data analysis if needed
- Co-ordination of internal and external meetings/interviews/visits and take minutes of meeting if necessary
- Liaise with managers and directors for approvals in timely manner
- Prepare accurately, and distribute on time the weekly circuit operations report
- Translate and prepare Arabic letters, send seasonal invitations and issue participating certificates to our competitors
- Handling promoter FOM personnel accreditation and FOM vehicle passes along with F1 local support races accreditation.

### Recreation Receptionist – (August 2015 – November 2016)

Yas Island Rotana – Abu Dhabi

- Oversee all reservations, payment and tracking procedures, established for the pool and recreation facilities as required
- Create a warm welcome and a friendly atmosphere, Promote all classes, activities and services that are offered within the club
- Issue and retrieve locker keys and towels before and after use
- Post charges in micros that may incurred by guests and members and carry out correct accounting procedures
- Assist the Fitness Instructor in ensuring that all members and guests follow safety procedures, rules & regulations
- Periodically check on the cleanliness and order of the locker facilities
- Ensure all the reception area is tidy and clean and that all materials e.g. towels, newspapers, magazines and advertising material is readily available

### Office Manager – (March 2015 – August 2015)

Iris Property Management W.L.L – Iris Business Centre (Bahrain)

- Receive, sort and distribute incoming correspondence, including faxes and email
- Meet potential clients to show them the office space and other facilities
- Responsible for handling all the customer's complaints with utter respect and professionalism
- Preparing and securing contracts with clients
- Generating correspondence, communication of the business, client billing,
- Collection of rent from lessees and arranging for all outstanding debts to be collected within due time periods set
- Maintain petty cash and monitor minor expenditures of the business centre
- Provide a complete administrative services to tenants and General Manager accomplishing company policies
- Create and send weekly rental reports of the business centre to the directors
- Customer service, Scheduling, Inventory control, Supervising cleaning staff

### Admin Assistant / Receptionist – (Jul 2011 – Feb 2015)

Project name: Julius Baer (Bahrain) B.S.C (Ex: Merrill Lynch International Bank Limited) – Contractor Via EFS Facilities Services

- Handling all external phone calls, welcoming visitors and escort them to meeting rooms.
- Receiving daily Mails/ Couriers and sending couriers after approval.
- Typing letters, reports and creating forms by using MS Office applications
- Order all stationery items, pantry items, office needs and supplies, etc..

- Assist management with special events, sending invitations, coordinate and follow up with potential attendees
- Ensure that office premises are in order, tidy and functional and communicate with the service providers.
- Send weekly and monthly reports to Facilities Management in Dubai about Environmental Health & Safety
- Assist the Finance Manager in several assignments such as calculating, reconciling and ordering financial documents, maintain cheques register and visa cards log and arrange with vendors for payment collections
- Prepare expense claim reports (TE) for all Relationships Managers
- Assist in registering new funds at Central Bank of Bahrain by completing related forms
- Make accurate legal research and business research by using the following database:  
*World-Check*: Database of (PEP) Politically Exposed Persons to help to identify and manage financial, regulatory and reputational risk)  
*LexisNexis*: Provider of legal, government, business and high-tech information sources

#### **Administrative Clerk / Sales Team Support – (June 2010 – July 2011)**

*JGB International (Bahrain)*

- Support sales team, prepare invoices, and purchase orders.
- Typing, filling and controlling the documents
- Distribute emails and faxes to the right person
- Handling phone calls and monitoring outgoing international calls

#### **Accountant Assistant – (Aug 2009 – Feb 2010) (6 Months - Contract)**

*Shutdown Maintenance Services (Bahrain)*

- Posting journal entries in system and filing financial records, etc...
- Preparing payment notes, cheques, invoices, receipts, Follow up with clients for payment, etc..
- Maintain company cash book and making workers payroll (over 300 workers)

#### **Front Office Executive / Accountant Assistant – (April 2007 – Mar 2009)**

*Bahrain Institute of Technology*

- Maintain daily employees' attendance book. Prepare & Maintain weekly students attendance reports, prepare students certificates.
- Follow up and maintain accounts receivables & interaction with vendors
- Preparing cheques, invoices, maintain Petty Cash, Filling and maintain students / financial documents.
- Communicate with students for all the issues and report to senior management
- Making surveys related to IT services via telephone on behalf of Bahrain Development Bank
- Assisting sales team in selling IT courses

#### **EDUCATION**

Diploma in Human Resources Management - **Ongoing**

Association of Accounting Technician (Diploma in Accounting) - 2009

Secondary School General Certificate (Commerce) – June 2006

#### **ADDITIONAL COURSES:**

Initiating and Planning Projects

Budgeting and Scheduling Projects

Managing Project Risks and Changing

Office Management and Administrative Skills

Excel Skills for Business: Essentials, Intermediate I, Intermediate II, Advance

Technical Support Fundamentals

LANGUAGES: Arabic, English and basic Spanish

#### **REFERENCES**

References are available upon request.