



Ammar Khayat

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Date of Birth: Jan 23th, 1992 – **Nationality:** Syrian – **Marital Status:** Single

EDUCATION

- Bachelor in Business Administration/Human Resources – Higher Institute of Business Administration (HIBA)- 2018
- High School – baccalaureate (Scientific) - 2010

WORK EXPERIENCE

Gravity International Communication Agency **Social Media Manager/Focal Point**

Sep 2017- Aug 2018

- Perform as team leader to provide fiscal expertise to the Staff of designers in support of the planning, briefing, preparation, reviewing, presentation, for existing and proposed clients' orders.
- Follow up with the clients' feedback after providing the service, and make the necessary modification if applicable.
- Perform community management procedures which includes scheduling the communication plan after receiving the clients' approval on the agreed social media websites.
- Create marketing plan on monthly basis as per every task individually, or conduct team brainstorming session to come up with these plans mutually with the team.
- Hold short meetings with each employee individually on daily basis to schedule the day tasks and the related activities accordingly.
- Act as account manager for the clients' orders which includes performing all communications with the clients, achieving high sales targets and goals, and building new business relationships.
- Create copywrites and develop advertising concepts according to the companies' visions.
- Evaluate the team performance on weekly basis through the daily report.

Al Nasser International Company **Executive Assistant /HR Assistant**

during 2011 and 2015-2016

- Handle all the communications and the correspondence related to the CEO office
- Schedule appointments and meetings via outlook office application.

- Evaluate the employees performance on monthly basis, and review the performance report, and observe personnel needs.
- Optimize the organizational structure and Make a job description & job specification.

Freelance: Sports Editor

2014-2016

- Writing and editing analytical articles for several sports websites such as: arageek, satdsports, fi90

Furniture and Plastics (FAP)

during 2014

Logistic Coordinator

- Coordinating furniture shipments in terms of destinations, drivers in charge and sales returns

Trainings and Courses:

- Training In managerial and organizational structuring
- Course In Social Media Marketing
- Trainee at the Students Affairs Department
- Course in Body Language skills.
- Course in Neurotic Linguistic Programing (NLP)
- Course In Law of Attraction
- Course in ICDL

Extracurricular Activities

- Charity works such as organizing marathons
- Basketball Player
- Musical Band Manager.

References

Shafiq Azaam, Senior Staff Manager at Gravity:

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Ibrahim Kassab Hasan : Founder and CEO At Al Nasser International Group:

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Rama Al Attar Lecturer At Arab International University:

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