

INTRODUCTION

Harnessing my strong sense of responsibility, dedication to work and a strong motivation to work in [Business Administration] and benefit from the qualifications and skills that I acquired through my academic achievement in serving : and developing your work in the field of Public Relations Representative and Business Administration

WORK EXPERIENCES

*** DATA ENTRY ***

ALRAHALL HOME DELIVERY

Feb 2022 - Aug 2021

United Arab Emirates

Prepare and organize data

The use of various security systems to protect the entered data

Prepare full data backups

Update customer information first

Amending the entered data periodically according to the updates that occur in the company

Ensure the accuracy of data and information

*** DATA ANALYST & SOCIAL MEDIA COORDINATOR ***

ALRAHALL HOME DELIVERY

Jul 2021 - Jan 2021

United Arab Emirates

Organizing user roles

Ensure quality control over stored data

Database entry and exit

Process confidential data and information in accordance with the instructions

Conducting research and studying the target audience and current trends

Create content that attracts the attention of the audience and increases the rate of interaction on social media platforms

Design sequential posts that motivate follow-up and create content that draws attention to the organization's new products

Reporting website traffic and monitoring and controlling SEO

*** E-Marketing ***

ALRHALL HOME DELIVERY

2021 - 2020

AJMAN UAE

point products or services

It is the most important point of marketing, which is meant by marketing by knowing the needs of customers for products and services

:Promotion point

One of the most important points of marketing is the point of

MUSTAFA AHMED

BUSINESS ADMINISTRATION Management



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DUBAI UAE

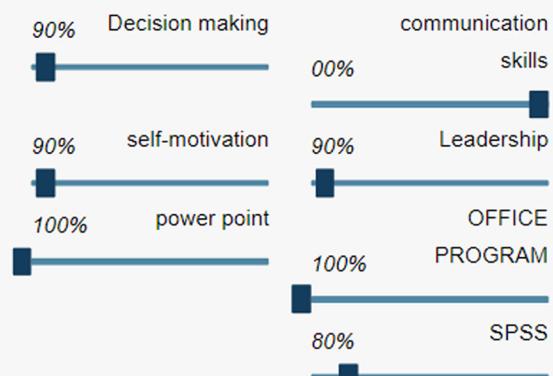
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single

<https://www.linkedin.com/in/mustafa-ahmed-b76861185>

PERSONAL SKILLS



LANGUAGES



ARABIC



ENGLISH

PROUD OF ME



organized



ACADEMIC EDUCATION



2018 - 2014	Bachelor of business administration University of science and technology SUDAN
<i>Bachelor's degree in Public Business Administration</i>	
2020 - 2018	Diploma in Strategic Management U S T SUDDAN
2020	PMP EDRAAK UAE under study
2018 - 2017	management U S T SUDAN

TRAINING COURSES



Jan 2016	ENTEPRENEURSHIP U S T
Feb 2017	digital business management U S T
Mar 2018	business startup

INTERNATIONAL DRIVING LICENCE



One of the most important points of marketing is the point of promotion. Promoting the product and service and making an advertisement that attracts many customers and consumers to the service or product is one of the basics of the marketer's work, as well as the most important factor in increasing the organization's revenues

*** ASSISTANT ADMINISTRATOR ***
AZZA AIRCRAFT MAINTENANCE CENTER
2017 - 2016

SUDAN
PROCESSING OF DAILY MAILL ADMINISTRATIVE DOCUMENT, TRANSACTION REPORTS

SUPERVISING THE WORK OF RECEPTIONIST .
FOLLOWUP MAHTENANCE CONTRACTS BETWEEN THE COMPANY & MAINTENANCE

*** ASSISTANT ADMINISTRATIVE OFFICER ***
SHEKAN INSURANCE
2018 - 2017

SUDDAN
PREPARATION OF DOCUMENTS FOR NEW EMPLOYEES .
COMMITMENT TO HIGE STANDARDS OF ETHICS & .
. PROFESSIONALISM

*** P R O ***
ALRAHALL HOME DELIVERY
2021 - 2019

DUBAI UAE
: The following responsibilities

DUBAI UAE
: The following responsibilities

Create public relations plans and strategies
Improve the company's sound quality through various online channels
Act as the first contact person for all media inquiries
Writing press releases, media announcements, speeches, and other public relations transcripts
Preparing presentations for briefings and other presentations
Organizing and supervising company events such as exhibitions, open days, communication seminars, etc
Providing effective solutions to crises in times of need
Suggest effective ways to peacefully resolve any internal or external outcome

*** CALL CENTER AGENT & customers service ***
ZAIN
2019 - 2018

SUDAN
OBTAINING CLIERNT INFORMATION BY ANSWERING .
.TELEPHONE CALLS

DETERMINING ELIGIBILITY BY COMPARING CLINT .

organized
Creative thinking, effectiveness, productivity

plan
Problem analysis, decision making, project management, strategic planning

Work in a team spirit
Collaboration, goal setting and group leadership

INTERESTS

Self development

human resource development

HOBBIES



reading and writing



Sports



travel