**Hamad Buhamaid**

**E-Mail address**  hamad.jassim911@gmail.com

**Mobile Number**  +973 33735454 - 33348778

**Current Location**  Kingdom of Bahrain

**Date of birth**  13/01/1986

**Nationality**  Bahraini

**Languages:** Arabic (Fluent), English (Fluent)

**KEY STRENGTHS:**

Organized, detail-oriented, dynamic, driven, multi tasker, diplomatic, efficient, flexible, team-player, sound judgment, analytical ability, learning ability, teaching ability, account management/customer relationship ability, excellent communication skills

**CAREER OBJECTIVES:**

To Work and build a career in a challenging organization where my talents and potential are fully explored and utilized.

**WORK EXPERIENCE:**

**Marketing Executive -** *2013 - 2017*

**Behbehani Brothers: Porsche/ Audi**

**Key responsibilities:**

*Ensuring all ATL and BTL requirements are implemented according to brand principles*

Media Buying through various agencies - Placing adverts in newspapers, magazines, on billboards and other outdoor media

Liaising with Media Agencies, Digital and Offset suppliers, clients and brand managers on a daily basis

Managing of all social media accounts i.e.: Facebook, Twitter and Instagram – Managing the online media by strategically aligning the needs of the customer with those of the business and vice versa

Website Management – Regular updates of information supplied by the Brand Principles

Preparing media press kits – ensuring good relationship with all daily, weekly and monthly print media

Sending out e-mails and sms’s to customers for sales and events

Mall events and Car Exhibitions – Mall events include activities such as exhibitions at Bahrain International Circuit, kids events, open days in Showroom

Responsible for All CSR activities

Sourcing sponsors for events

Approving layouts of various material, designs and conceptualizing for various tactical events

Obtaining approvals and quotations for jobs – negotiating best rates at all times

Season Diary Management – Plan end execution of annual, seasonal, monthly and weekly - Branding and Planning of Tactical Events/Campaigns

Budget Control - Ensuring the Marketing spent does not exceed the planned budget

**Events Coordinator and Assistant Merchandiser – *2008 - 2011***

**Royal Golf Club**

**Key responsibilities:**

Planning and Managing of Events/Campaigns

Completing quality assurance reports – Daily, Weekly, Monthly and Annual Reports

Customer Service

Ensuring all branding and merchandising principles is adhered to in and around the shop

Define and implement brand identification through store layout

Assist in the understanding and implementation of merchandise principles and housekeeping standards

Ordering of display material and poster packages

Sourcing of Suppliers to provide us with quality and good rates

Implementation with visual staff for upcoming promotions

Assisting with In store Layouts/Visual Presentation

Office Administration

**Arab Open University**

**COURSE:** BUSINESS ADMINISTRATION

**YEAR:** 2010 – CURRENT

**ACHIEVEMENTS / TRAINING ATTAINED;**

YEAR: 2009 Diploma in Hospitality and Management at BIHR Institute

YEAR: 2006 Certificate in marketing at Bahrain Institute

YEAR: 2005 Studying in English Language Course at Bahrain Institute

YEAR: 2004 Certificate in Retail Course at Baisan Institute

**EDUCATIONAL BACKGROUND:**

**SECONDARY SCHOOL**

Al Jabriaya Secondary School *- 2003*

Mahooz, Manama

Senior Secondary School Certificate

ACEC General English certificate level 3

**COMPUTER SKILLS:**

Adobe Basic, Photoshop

Word, Excel, Outlook, PowerPoint

**HOBBIES AND INTEREST**

Golf, Football, Reading, Horse Riding, Learning new languages and Socializing.

**REFERREES: Available on request**