# N.M.Ahmed Bijili

## Senior Executive IT & Marketing Officer

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#### PROFESSIONAL PROFILE:

• A seasoned team player with critical thinking and problem solving skills committed to excellence and drives company growth through creative writing & marketing. Can be relied upon to acquire and maintain a clear understanding of customer needs and in-turn provide products and services which totally satisfy requirements.

#### CAREER SUMMARY:

Nov 2001 - March 2003: Worked as a Web Programmer (IBM WebSphere Environment) in M/s. Arabian Leopard LLC, Dubai.

Oct 2000 - Sep 2001: Worked as a Web Programmer in M/s. Indo's Software Co., India

Sep 1999 - Aug 2000: Worked as a Web Programmer in Abana Enterprises Group, Riyadh - Kingdom of Saudi Arabia.

June 1998 - June 1999: Worked as a AS/400 Programmer in Zerowait Computers (P) Ltd. Chennai, India. Zerowait has offices in United States, Singapore and United Kingdom.

April 1996 - May 1998: Worked as a AS/400 Programmer in National Elevator Center, Makkah - Kingdom of Saudi Arabia.

June 1994 - March 1996: Worked as a Senior Marketing Engineer in V.R.P. Electronics Pvt. Ltd., Chennai, India.

# Work Experience

### **Senior Executive IT & Marketing Officer**

AG Auto Trading LLC - Dubai, AE 2003 - Present

UAE

#### **KEY EXPERTISE:**

Technical Focus - Websites Updating & Maintenance (Websites - WesternAuto, New Group, Old, New, KSA, Kinglong UAE, Qatar, Luxgen, CSR for School bus & Online Parts Portal)

Social Focus - Social Media Pages Creation & Updates & Maintenance (Facebook, Twitter, Instagram, YouTube, Google Plus, LinkedIn etc)

Commercial Focus - Online Activities (Dubizzle Daily Account Update & Enquiries Distribution, Listing for Trading and Retail Cars & Daily Refresh of Stock - Featured Car / Stock Updating)

Strategic Focus - Monitoring of Internal IT Service Requests, Enquiry Emails for 11 Western Auto associated Websites. Trading Stock Updating on regular basis with Troubleshooting for errors

General Focus - Website submission / Monitoring in various Web Directories, Google Analytics, Remote Desktop Support, Troubleshooting of IT Equipment's, Active Directory (New User) Creation, Documentation & Backup.

# Education

St.John's Higher Secondary School 1990

# Bachelor's Degree in Electronics & Communication Engineering in Electronics & Communication Engineering

Madurai Kamaraj University - Madurai, Tamil Nadu

#### Skills

FORECASTING, MARKETING, DATA ANALYSIS, EVENT PLANNING, OPTIMIZATION, Negotiating with Vendors

## Additional Information

#### CORE COMPETENCIES:

- Content Writing
- Customer Service
- Project Management
- Communication Skills
- Organizational Skills
- Detail Oriented Interp
- Process Improvement
- Event Management

### SKILLS:

- Marketing Collaterals, Data Analysis, Report Presentation,
- **Cost Optimization**
- Planning, Forecasting, Sourcing, Negotiating
- Web Page Designing & Hosting and Web Programming
- JavaScript, XML, HTML Programming, ERP, SAP, CRM
- RPG/400, CL/400, COBOL/400 DB2/400 Programming
- WordPress, Social Media Management, Event Planning
- Hardware IBM AS/400 Pentium PC's