

AHMED YASIN

CONTACT DETAILS

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SKILLS AND ABILITIES

- Marketing
- Copywriting
- Content Development
- Time Management and Organizational Skills
- Communication and Presentation
- Project Handover Documentation
- Electronic Documentation Management System
- Corporate and Official Communication
- Event Coordination
- Social Media Management
- Media Broadcasting
- Marketing and Public Relations
- Document Control
- Quality Assurance
- Project Management
- Multitasking
- Market Data Research
- Branding and Design
- Strategic Planning
- Business Development
- Administration
- Procurement
- General Accounting & Bookkeeping
- Office Management
- Sales & Marketing
- Contracts, HR
- Operation Management
- Computer, Emailing and MS Office Programs
- Bilingual (English and Arabic)

CAREER HISTORY

RETENTION AGENT & TIER ONE ACCOUNT SPECIALIST

Concentrix Egypt (Smart Village, Cairo, Egypt) November 2021 -December 2022

- Retention and Account Specialist at SiriusXM Satellite Radio Services, Customer Care.
- Handling Calls, General Inquiries, Navigating the system, Troubleshooting Radio Connectivity Issues. Maintain Customers Accounts.
- Retaining Customers, Renewing , Selling, Maintaining Plans, Subscriptions and Radios.

BUSINESS DEVELOPMENT SPECIALIST & OPERATION MANAGER

First Car Wash (Doha,Qatar) March 2021-July 2021

- Planned and established the creative startup from step one until launching phase.
- Developed a full operation procedure and manual for both client and company.
- Operated, supervised, assured quality and delivered unique experience to the end user.
- Built and designed the concept of the brand identity and social media platforms image, experience and visual identity .
- Studied the market based on live market data, feedback, surveys and suggestions.
- Developed and enhanced the customer experience for maximum customer satisfaction and feasibility.
- Established an accounting, bookkeeping, documentation and pricing system to track accurate and live day to day sales and expenses.
- Well planned sales and marketing business plan and strategy.

SALES AND MARKETING BUSINESS DEVELOPMENT EXECUTIVE

DL Trading and Hospitality (Qatar) August 2020 – February 2021

- Outdoor sales and Marketing executive.
- Tele-sales and Marketing.
- Leads generation and potential client partnership.
- After sales services.
- Preparation of requests for quotation.
- Finalizing deals with partners and clients.
- Following up with clients requirements and availability of products and services.
- Handling Social media accounts management.
- LinkedIn and email approach with potential clients.
- Handling Arabic and governmental clients and accounts.
- Executing product knowledge and competition market research.

COMMUNICATION OFFICER, DOCUMENT CONTROLLER & ADMINISTRATIVE ASSISTANT

Trust Center for Special Needs Education (Qatar) March 2019 – June 2019

- Handle the center's formal and informal communication through letters, emails, and phone calls.
- Coordination with other institutions regarding visiting's and upcoming events.
- Manage the center's MOPH file and communicate with the ministry officials.
- Receive any inquiries coming to the center through calls, emails or walking in visitors. Manage and improve the website, email, and social media account.
- Handle the reception of guests, visitors, parents, and students.
- Assist the manager with job interviews and parents' meetings.
- Assist with accounting processes, receive, organize, write the records and receipts.
- Prepare, organize, and maintain all the essential documents.
- Perform any assistance task with the teachers and therapists.

QA/QC ASSISTANT HANDOVER ENGINEER AND DOCUMENT CONTROLLER AT DESIGN AND CONSTRUCT AL WAKRA BYPASS ROAD PROJECT (P015)

Larsen and Toubro Construction (Qatar) November 2017 – December 2018

- Mainly assisting the handover engineer and handover manager during the project handover documentation process in line with QA/QC department, construction managers, engineers, and project management.
- Review, edit, file, archive, distribute, audit, organize and backup all the handover documents.
- Deliver essential reports and progress status to project management and controls.
- Provide the required documents to the supervisor consultant and project management consultant.
- Perform all the necessary formal corporate communication, internal and external.
- Follow up and expedite the handover progress with construction managers and field engineers to comply and meet with the requirements and deadlines.

REAL ESTATE AGENT, SALES & MARKETING EXECUTIVE AND ADMINISTRATIVE

Golden Key Luxury Real Estate (Qatar) March 2017 – July 2017

- Conducting real estate viewings and interviews.
- Marketing existing properties and listing new properties.
- Updating leads using phone calls, emails, CRM, website & social media platforms.
- Follow up with clients, finalizing rental deals and contracts in all commercial and residential properties.

STADIUM ANNOUNCER AT QATAR STARS LEAGUE, QNB STARS LEAGUE, QATAR GAS LEAGUE, AND 2ND DIVISION LEAGUE FOOTBALL MATCHES.

Qatar Football Association (Qatar) September 2014 – February 2020

- Attend assigned stadiums and check the match startups list with the match officials.
- Review the start list with the screen technicians and check and coordinate for missing or wrong details, names, or numbers.
- Prepare and announce the intro and startup list, names, numbers, starting team, substitutes, coaches, referees and match officials in English and Arabic in the designated time before the match according to the signed list from both teams' officials.
- Announce during the match any substitution, goals, additional time, halftime score until the final score and closure.

ACADEMIC HISTORY

COLLEGE OF THE NORTH ATLANTIC - QATAR

Mechanical Engineering Industrial Maintenance Diploma (2011-2015)

- Team Spirit and Leadership Award 2014
- Global Village Contribution Award for Egyptian Both and Yemeni Both 2013 -2014
- Establishment of Falcons Rugby Club and Contribution at Qatar rugby League 2014
- Member of the Art Club, Theatre Club, Coins & Stamps Collectors Club, Strongest Student Competition.

TRAINING

Full Courses and Certificate Awarded

- ICDL (International Computer Driving License) from the International Center for Leadership Development.
- Stadium announcers and match official's preparation form Asian Football Confederation and Qatar Football Association.

REFERENCE LIST

DL TRADING AND HOSPITALITY (QATAR)

QUAZI NAZMUL HAQUE - Sales and Operation Director

Mobile: +974-55781825 / **Email:** quazi@dlgroup.qa

LARSEN AND TOUBRO CONSTRUCTION (QATAR)

Magesh Kumar - Quality Assurance Quality Control Handover Manager

Mobile: +974-30664044 / +974-66939490 / **Email:** mageshb@lntecc.com / pbmagesh@gmail.com

Rudyard Florida - Quality Assurance Handover Engineer

Mobile: +974-70528285/ +974-33203951 / **Email:** rfflorida@gmail.com

QATAR FOOTBALL ASSOCIATION

Abdulla Ali Al Ansari - Match Operation Officer

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Email: aaalansari@qsl.com.qa

College Diploma and Graduation Letter

