

Khaled Salami Soozaei

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📅 21/12/1988

Profile

Executive Administrative Assistant with over 9 years of experience providing thorough and skillful support to senior executives.

Professional Experience

Social Media Coordinator, *ALSayegh Media*

04/2016 – 09/2018

Dubai, UAE

- Oversee and execute social media strategies, guidelines, best practices, promotional campaigns and day-to-day activities while optimizing and monetizing the presence on Facebook, Instagram, Twitter, and other relevant social media.
- Analyze effective benchmarks for measuring impact of social media efforts in order to determine campaign effectiveness through relevant monitoring tools.
- Develop social media copy for both editorial and marketing efforts.
- Understand and evolve the voice of the Agency brand.
- Create and manage by identifying relevant sites and handles and engage in social conversation.
- Establish and foster relationships with online influencers and secure digital press coverage on online outlets and blogs.
- Stay abreast of key industry trends, competitive insights and emerging social media/marketing technologies and benchmark and research competitor and industry leaders in social media.
- Constantly explore and evaluate new social platforms, tools, services and vendors and provide recommendations.
- Conceptualize, create and lead the implementation of compelling content and programs across various social platforms that engages and communicates effectively with our audience.
- Establish and execute strategic social strategies and campaigns for new product/service launches and brand partnerships. Collaborate with the Internal Communications team on branding events.

Training & Quality Coordinator, *DP World*

01/2011 – 04/2014

Dubai, UAE

- Coordinates and oversees program activities relating to new dispatcher training and the communications training officer CTO program assists in selecting training, motivating and evaluating CTOs or other trainers/speakers.
- Serves as administrative resource for CTOs and the operations manager in development, research and collection of new or updated training ideas, methods and resources.
- Prepares reports on program performance, needs, services, information and demographic data.
- Contributes to and ensures the evaluation of program performance.
- Coordinates activities with other related departments or agencies.
- Facilitates resolution significant or controversial program issues.

Technical Clerk, DP World

07/2008 – 12/2010

Dubai, UAE

- Conferring with department supervisors to determine the progress of work and Compiling reports on progress of work, inventory levels, costs, and production problems.
- Act as liaison between the technical department and other departments tasked with meeting the technical support requirement for various departments, by providing them with valuable assistance as and when required.
- Partially responsible for technical support operations in high volume 24x7 environment.

Education

International business, Girne American University

09/2018 – 06/2019

GPA 3.11 with Completed courses as below:

Girne, North Cyprus

- Introduction to Business Management
- Principle of Management
- Introduction to Behavioral Science: Psychology
- Introduction to Behavioral Science: Sociology
- Computer Applications
- Business Mathematics I & II
- Development of Writing Skills
- Development of Reading Skills
- Turkish Language

High School Diploma, National Charity School

09/1994 – 06/2006

Dubai, UAE

Languages

- | | | |
|--------------------------|------------------------|------------------------|
| • Native English | • Native Arabic | • Intermediate Persian |
| • Elementary (A2) German | • Elementary (A2) Urdu | |

Skills

Leadership Experience, Computer Skills, Teamwork, Communication skills, Time Management, Assistant Manager Experience & Adaptability.

**Interests**

- Reading, Football, Gym, Exploring