

Ahmed Salamah

Marketing Executive - Events Coordinator - PR

PERSONAL DETAILS

- *DOB: 27/11/1987*
- *Place of Birth: Fujairah, United Arab Emirates*
- *Nationality: Egyptian*
- *Gender: Male*
- Marital Status: Married
- Driving license: Yes
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- M2: +971-567 606 171

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Personal Summary

A well-presented, highly personable and efficient event's organizer with an ability to work independently in a changing and multi-tasking environment with numerous and competing deadlines. Having a strong customer service orientation and delivery focus and an active commitment to continuous improvement and quality standards. Excellent communication skills and comfortable working in a fast paced, hands-on, growth orientated work environment.
Currently looking for a managerial position that offers variety and the opportunity to develop both personally and professionally.

PROFESSIONAL

- International Computer Driving License (ICDL).
- The skills of organizing events and activities.
- Environmental awareness and its role in the evolution of societies.
- The distinction between original and counterfeit goods.
- Photoshop.
- Procedures Simplification & Working Methods Development.
- First Aid Certificate (First Aider).

WORK EXPERIENCE (8 Years)

- Data Entry. (Egyptian-German Company for Water meter). {Metro Tec Egypt}. 10th Of Ramadan City _ Third Industrial Zone – Egypt. (**6 Months**).
- Sales & Marketing executive in Alsaad Insulation Materials Company – UAE. (**6 Months**).
- Public relations representative in Alsaad Insulation Materials Company – UAE. (**1 Year**).
- Events coordinator in **Fujairah Government (Fujairah Municipality) – UAE.** (**From 7/2010 - Present**).
- E-Commerce Experience: - B2C – B2B

	- Create and manage Social networking accounts for advertising, marketing and selling (Facebook, Twitter, YouTube, LinkedIn, Instagram…etc. - Buying directly or buying through of liabilities or agents. - Create marketing campaigns on our web site for events. - Use mobile applications for selling, buying and marketing. - Use directly calls to contact with clients, and following. • Consumer Products Events: - I manage all arrangement of different events such as: Exhibitions Stands, Theaters, tents, booking hotels halls…etc. - Manage and handle multi Local and International events and exhibitions (World Future Energy Summit – Abu Dhabi, Wetex – Dubai, Green Middle East – Sharjah, Gitex – Dubai…etc.). • Technology Products: - We use several technology products in our events like: screens, laptops, iPads, Mobiles, Touch Screens, projectors…etc. Liaising with clients to ascertain their precise event requirements. Working closely with key stakeholders at every level of the business to ensure the effective delivery of events.
PERSONAL SKILLS • Initiative • Building relationships • Creative thinking • Highly articulate • Resourceful • Multi-tasking	**Duties** • Responsible for revenue generation and also encouraging repeat business. • Working closely with exhibition organizers, stand designers and contractors. • Developing, implementing and managing events. • Organizing trade fairs, conferences, away days, product launches. • Managing all group rooms and banqueting processes and procedures. • Liaising with clients at a high level. • Making sure that insurance obligations are adhered to. • Overseeing procurement of catering, audiovisual, security & rental needs. • Managing relationships with sponsors. • Preparing delegate packs and promotional material.

	• Maintaining a calendar of events for effective long term planning & management. • Supervising & coordinate the activities of personnel, subcontractors & vendors. • In charge of accommodation, schedules, travel, day plans and registration procedures. • Co-coordinating company representation at relevant conferences and exhibitions.
AREAS OF EXPERTISE • Local marketing • Business development • In Store event management • Campaign management • E-mail marketing • Press releases • Customer retention • Telesales • Delegate management • Event logistics • Event reporting • Venue search • Managing supplies • Budget management • Venue marketing • Project management • Corporate hospitality	**KEY SKILLS AND COMPETENCIES** • *Experienced in running events for up to 1,000 delegates.* • *Ability to delegate.* • *Able to work effectively with different personalities.* • *Can work effectively on several projects simultaneously.* • *Aware of health & safety, disability access regulations and legislation.* • *Experience of organizing events, targeted at corporates, foundations and trusts.* • *Demonstrated ability for accuracy and thoroughness.* • *Able to work under pressure and as part of a team.* • Thorough understanding of promotional and advertising activity. • Ability to troubleshoot independently.

COMPUTER Skills

Operation Systems:

1 Windows 7, Windows 8, Windows XP (Professional , and Home Edition)

Maintenance:

1 Computer Assembly and Hardware Troubleshooting

2 Managing different types of hardware failure situations

Office Programs:

1 Working very good with all office programs (Word, Excel, Access, Outlook and PowerPoint)

2 Configuring Microsoft Outlook with all mail types (POP3, SMTP, and Exchange Server)

Utilities:

All antivirus (Symantec Antivirus, Symantec Norton, McAfee, Panda,…) and all related Internet Security Packages.

ACADEMIC QUALIFICATIONS

Graduated From: Delta Academy For Science, Delta Higher Institute For Computers.
Graduation Date: July 2008
General Grade: Very Good.
Project: Visual reality by using quick time VR.
Project Grade: Excellent.
Major: Bachelor of Management Information Systems - English section.