

ALI CHAUDHARY

Dubai, United Arab Emirates | 0581585657 | alich345@gmail.com

Professional Summary

Detail-oriented Personal Assistant with strong organizational and time management skills. Proficient in managing schedules, coordinating communications, and providing proactive support for enhanced productivity. Possesses strong interpersonal abilities and maintains confidentiality. Thrives in fast-paced environments, ensuring seamless operations and delivering exceptional administrative assistance.

Experience

Personal Assistant to Director - Sales Real Estate Co. Dubai

05/2023 to Current
Dubai, UAE

- Efficiently handle appointments, meetings, and events for maximum productivity.
- Manage incoming/outgoing communications, calls, emails, and document drafting.
- Prepare daily, weekly, and monthly sales reports using Salesforce CRM.
- Compile KPI reports for sales teams, ensuring accuracy and timely processing of client booking documents and payments.
- Maintain organized records with a keen focus on detail.
- Synthesize data from diverse sources to contribute to informed decision-making and enhance overall sales operation efficiency.

Digital Marketing Manager Ali Akram Public Relations Consultancy

05/2021 to Current
Dubai, UAE

- Collaborated effectively with marketing teams to deliver robust marketing strategy across various projects.
- Managed Google Ads, FB/Instagram Ads, and other third-party platforms to execute extensive digital marketing campaigns.
- Demonstrated outstanding working knowledge of PPC, CRO, SEO and SEM techniques for complete marketing coverage.

Data Entry Officer / Customer Service Representative PureHealth Medical Supplies LLC

09/2020 to 11/2022
Abu Dhabi

- Greeting customers, inquiring about them to check eligibility Registration of the customers in the Trakcare system with correct information upon verification.
- Visiting ADNOC Offices to conduct PCR tests for employees.
- Providing result reports. Handling stocks, troubleshooting the issues with computers

Freelance Marketing Consultant Confidential

01/2019 to 09/2020
Dubai, UAE

- Develop and execute digital marketing strategies.
- Conduct market research and competitor analysis.
- Provide expertise and guidance to clients.

Education

Master of Arts: Political Science

2019

University of Punjab

Lahore, Pakistan

- In-depth understanding of political systems, institutions, and processes.
- Advanced research and analytical skills for evaluating political theories, policies, and data.

Bachelor of Law: LL.B

2017

University of Punjab

Lahore, Pakistan

- Legal Expertise: Holding a Law degree, I possess a strong foundation in various legal areas, including constitutional, contract, and criminal law. This knowledge allows me to analyze complex legal issues and provide reliable advice.

Bachelor of Arts: Journalism/English

2014

University of Punjab

Lahore, Pakistan

"Demonstrated exceptional storytelling prowess and a keen eye for uncovering the essence of every project, leveraging my Journalism degree to deliver impactful and engaging narratives."

Core Skills

- Organization and time management.
- Communication and interpersonal skills.
- Administrative proficiency.
- Experience in CRM/ ERP (Salesforce, SAP, Hubspot etc)
- Preparing Ads for Google Ads, FB/Insagram
- Analytical and data-driven optimization.
- MS Suite & Google Workspace
- Research and market analysis capabilities.

Languages

Urdu: First Language

English:

C2



Proficient

References

- Shall be furnished upon request