

EMAD S



CONTACT

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Dubai, UAE

EDUCATION

**B.Sc Computer and
Information Sciences**

University of Kerala, India | 2012

KEY SKILLS

- Strategic Planning
- Business Development
- Financial Management
- Business Advisory
- Public Relations
- HR Operations Knowledge
- Government Liaison
- Document Control
- Project Management
- Office Administration
- Executive Support
- Market Research
- Sales & Marketing
- Logistics Management
- Supply Chain Optimization
- Warehouse Operations
- Customer Service Excellence
- IT Service Management
- Technical Troubleshooting
- Customer Support

TECHNICAL SKILLS

- SAP ERP (SAP MM, SAP MRP)
- Oracle
- Tableau
- MS Office Suite
- Java, C, C++
- MySQL
- Adobe Photoshop

PROFILE SUMMARY

Results-driven professional with **over 12 years** of experience in administration, finance, business advisory and public relations. Expert in optimizing processes, ensuring regulatory compliance and driving operational excellence. Skilled in managing complex projects, enhancing supply chain logistics and building strong client relationships. Proven track record in business development and strategic planning. Eager to leverage diverse skills to achieve impactful results and support organizational growth.

PROFESSIONAL EXPERIENCE

Executive Assistant

Jan 2018 – Jun 2024

Al Redha Properties, Dubai, UAE

Roles and Responsibilities

- Analyzed business data to identify trends and recommend process improvements.
- Led and executed projects, ensuring adherence to timelines, budgets and quality standards.
- Assisted with budgeting, forecasting and financial reporting.
- Coordinated with the Dubai Economic Department (DED) and Land Department to secure approvals for building construction, development projects and other related activities.
- Managed appointment scheduling, event planning and travel arrangements for senior officials, including the CEO, while also supporting personal tasks and sending timely reminders.
- Managed property and facility operations, including maintenance, lease agreements and vendor relationships.
- Oversaw the registration, renewal and maintenance of the CEO's luxury and vintage car collections, including coordinating VIP number plate bookings.
- Directed farm operations, including procurement and resource management.
- Supervised materials procurement to ensure timely and cost-effective acquisition.

Senior Executive – Public Relations Office

Air Master Equipment Emirates LLC

Dubai, Ras Al Khaimah & Ajman, UAE

Mar 2017 – Dec 2017

Roles and Responsibilities

- Managed PRO activities for business and trade license renewals, as well as obtaining government approvals.
- Handled company project approvals and submitted documents to UAE Civil Defense and military departments.

CERTIFICATIONS

- National Seminar on IT – University of Kerala
- Android Training Course – Developers Inc. Certificate

SOFT SKILLS

- Communication
- Leadership
- Team Work
- Critical Thinking
- Time Management
- Coordination
- Adaptability
- Attention to Detail

STRENGTHS & QUALITIES

- Diligence in ensuring accuracy and quality in work.
- Patience when dealing with others.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 07/01/1991
- Visa Status : Visit Visa
- Driving License : Valid UAE

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

- Supported the HR team in the recruitment process by posting job openings, reviewing applications and scheduling interviews.
- Assisted in onboarding new employees, ensuring proper documentation and compliance with company policies.
- Facilitated visa and permit processing for employees.
- Handled employee complaints and represented the company in regulatory and legal matters.
- Liaised with UAE government entities to represent company interests and resolve compliance issues.
- Coordinated logistics operations, including supply chain activities and material procurement.
- Managed warehouse operations and inventory control to optimize supply chain efficiency.

Business Development Executive

Nexes Business Consultancy & IT Solutions, Sharjah, UAE

Dec 2015 – Feb 2017

Roles and Responsibilities

- Identified and pursued new business opportunities to drive growth in the UAE market.
- Facilitated company formation for Free Zone, offshore and mainland entities.
- Provided IT and network services, including web design and development.
- Oversaw company liquidation processes.
- Managed business setup, including regulatory compliance and documentation.
- Handled visa and immigration services, including embassy clearance and passport processing, as per UAE regulations.
- Coordinated auditing and accounting services, ensuring accuracy and compliance.
- Developed and maintained strong client relationships.
- Prepared proposals, negotiated contracts and closed deals to meet business objectives.

Logistics Coordinator

Jan 2014 – Dec 2015

Al Bakrawe Fresh Fruits & Vegetables (Export/Import) Dubai, UAE

Roles and Responsibilities

- Oversaw export and import activities, including shipment coordination and customs documentation.
- Executed container shipments and resolved delivery issues.
- Maintained relationships with logistics providers and negotiated contracts.
- Coordinated with suppliers and distributors to ensure timely delivery of goods.
- Managed inventory levels and tracked logistics performance metrics.

Sales Executive

Jun 2012 – Nov 2013

Bennetton India Pvt Ltd., Bangalore

Roles and Responsibilities

- Generated new business by identifying and engaging potential clients.
- Implemented sales strategies to achieve revenue targets.
- Maintained client relationships and addressed inquiries to ensure satisfaction.
- Tracked sales performance and prepared reports for analysis.