

Fahad Abdul Rahim

Bachelors in Business Administration

Fahad Abdul Rahim

Al Qassimia, Sharjah
United Arab Emirates

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fahad20ar@gmail.com



Skills

Strong organizational skills
Time Management skills
Exceptional communication and interpersonal skills
Ability to work dynamically
Strong analytical and problem solving skills
Team planning management
Microsoft 360, MS suite
Photoshop , Canva, google analytics
Valid UAE Driving Licence

Experience

Profile

A young – dynamic individual with a zeal to establish himself in a prestigious organization. Highly motivated and detail-oriented business administration graduate with a strong foundation in financial analysis and project management. Adept at conducting market research, identifying growth opportunities, and developing strategic plans. Proven ability to streamline processes, optimize productivity, and drive organizational success. In-depth knowledge of multiple areas such as handling administration, Human resource, Content creating, digital marketing etc.

Al Kareem Attar and Perfumes/ Administration Assistant

March 2023 - May 2023, Bengaluru, India

- Provided real-time scheduling support by booking appointments and preventing conflicts.
- Maintained polite and professional communication via phone, e-mail, and mail.
- Prepared and sent offer and rejection letters or emails to candidates.
- Assisted in maintaining and tracking supplies
- Assisted the HR staff in gathering market salary information.
- Coordinated new hire orientations (briefing, induction)
- Responded to staff inquiries regarding HR policies, employee benefits, and other HR-related matters

Arka Mediaworks/ Marketing Intern

June 2022 - August 2022, Hyderabad, India

- Assisted the marketing manager, internal teams, clients and partners on marketing strategies.
- Helped in identifying marketing trends and key opportunities for innovation.
- Created and interpreted a variety of reports to support research conducted in identifying potential target markets.
- Assisted with daily administrative duties
- Designed and presented new social media campaign ideas.
- Monitored all social media platforms for trending news, ideas, and feedback

Arwa's Livingz / Content Creator

2016 - 2020, Sharjah, UAE

- Created content for the youtube channel by shooting videos.
- Reviewed, edited, and updated content for company websites, blogs, marketing materials, and similar platforms.
- Conducted research and interviews to learn more about current trends, developments, and perceptions about the subject matter, and then contextualizing your findings.
- Used social media to engage consumers, responded to questions or complaints, and promoted channel initiatives.
- Collaborated with internal departments to establish campaign objectives, complete tasks, and identify and solve problems.
- Monitored social media and company website metrics.

Education

Success Point College/ Masters in Business Administration

January 2024 - Current, Sharjah, UAE

CMR University/ Bachelors in Business Administration

2020 - 2023, Bengaluru, India
