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Dubai, UAE



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About Me

Investor Relations Manager with over 4 years of experience as a Business Developer, and Marketing Specialist with a history of working for conglomerates. Skilled in driving strategic initiatives and fostering business growth. Committed to continuous learning and contributing to organizational success.

Education

SENIOR SECONDARY GEMS OUR OWN INDIAN SCHOOL.

Dubai, UAE
2018

HND LEVEL 5 IN BUSINESS, UK COLLEGE OF BUSINESS AND COMPUTING.

Dubai, UAE
2020

Language

English - Fluent

Hindi - Fluent

Arabic - Basic

Fathima Aiman

Experiences

Incentivelabs Technologies DIFC
(Feb 2024-Present)

Investor Relations Manager:

- Build and maintain relationships with investors, analysts, and corporate access teams.
- Organize investor seminars, conferences, and events.
- Prepare and update presentations and communication materials for investors and internal stakeholders.
- Collaborate with the management to deliver key messages.

Pupil of Fate Motors
(July 2023-December 2023)

Marketing Specialist:

- Reporting to the Marketing Head and working closely with other departments in the company.
 - Managing company's social media channels and updating them timely.
 - Planning contents and performing digital marketing for all platforms.
 - Actively organizing and managing collaboration events.
- Client Relationship Management-
- Active client communication, for events and marketing collaboration.

Al Habtoor Trading Enterprises, RKHBC
(May 2021 - July 2023)

Digital Marketing & Junior Business Developer:

- Assistant to Marketing Head and working closely with business development head.
 - Drafting Business proposal's, MOU's and other relevant documents.
- Client Relationship Management-
- Active client communication, guiding them to the right department and facilitating meetings.
 - Ensuring client's satisfaction with our services.



Skills

- Experience as a marketing assistant
- Good understanding of office management and marketing principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- Knowledge of MS Office, marketing (CRM tools, Online analytics, Social Media Platforms)
- Designing skills (Canva, iMovies)
- Good communication and people skills
- Problem solving skills

Personal Qualities

- Self motivated
- Creative
- Adaptable
- Having an eye for detail
- Team Player
- Ethical and loyal
- Punctual and organized

Personal Details

- Date of Birth - 5th of September 2000
- Nationality - Indian
- Visa Status - Resident
- Marital Status - Single
- UAE Driver's License holder

Experiences

Social Media/Digital Marketing:

- Managed a small team of designers and SEO specialists for company's platforms.
- Developing content creation and digital marketing strategies for all digital media platforms.
- Managing company's and CEO's personal social media platforms

ClickOne Master IT (Jan-Nov) 2021

Sales & Marketing Executive:

- Implementing different sales and marketing strategies to promote software products and services.
- Performing sales and marketing research for software products & services.
- Growing social media platforms by performing paid advertisements (Facebook, Instagram, google ads etc)
- Carrying out sales activities to drive new business.
- Efficiently engaging with clients to provide maximum satisfaction.