



AHMED AL-SAYYD

ADMINISTRATIVE ASSISTANT

ABOUT

A smart Virtual Assistant to support you in growing the business. Organized, communicative, I guarantee top-notch standards in terms of expertise, deadlines, and confidentiality.

PROFESSIONAL SKILLS

- Advanced computer skills (Word, Excel, PowerPoint, Photoshop).
- Design professional CV, Google Forms, High-end cover pages and Logos using Photoshop and Illustrator.
- Designing and preparing PowerPoint slides professionally for all fields (educational, legal, marketing, medical, and others).
- Data entry professionally, accurately, and at high-speed using Excel.
- Accurate and correct translation of books and articles from English into Arabic and vice versa.
- Admin, social media content management (publishing and following up on publications and responding to customer inquiries).

PERSONAL SKILLS

- Decisions making.
- Effective communication skills.
- Ability to work within a team.
- Computer literacy.
- Problem-solving.
- Leadership skills and positive behavior.
- Vitality, flexibility and ability to adapt with the different situations.

WORK EXPERIENCE

Freelancer At Gateway for Information Technology outsourcing company(Gaza, since May 2021-until now)

1. Technical department.

- **MS Office Advanced skills**(Outlook, Word, Excel, and PowerPoint).
- **Google Suite**(Google Docs, Google Forms, Google Drive).
- **Web Research**(Collecting Data products, Articles, and images).
- **Data Entry** (How to collect and data entry to google sheet about products, emails, addresses, customers data).
- **Social Media Managing and Post Design**(Manage Social Media pages, add posts, replay messages and design simple images for social media by Canva).
- **Transcription**(YouTube Subtitles as Transcripts)
- **Email Handling**
- **Files management Cloud Storage systems** (Google Drive)
- **Team Collaboration Tools**(Trello, to be updated with clients, project, and tasks management).

2. Freelancing department.

- Create accounts on freelancing platforms(Khamsat, Mostaqel, and Upwork).
- Clients Attracting.
- Clients Management.
- Providing services and solutions for clients.

3. English department.

- Freelancing profile overview writing.
- Proposal writing.
- Business communication.
- Email writing.

4. Social Media department.

LANGUAGES

Arabic

English

CONTACT



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<https://bit.ly/37fwsHA>



<https://bit.ly/3DpRMJt>

Gaza Electricity Distribution Company Call Center and communication officer(Gaza. 2021).

- Customer Service.
- Management and resolve customer complaints.
- Communication with other departments.
- Technical teams follow up and coordinate among themselves to repair citizens' faults.
- Receiving customer calls and directing them to the relevant department to solve their problems.
- Research required information of customers using available resources

Volunteer at Save the Youth Future Foundation(Gaza. since 2017-until now).

- Council Coordinator.
- Event organizer.
- Coordinator of reception committees for projects implemented with other parties.
- Implementation of awareness sessions on specific issues in the community.
- Supervising the implementation of entertaining activities for children as psychological support.
- Participation in trainings and initiatives that are implemented for various target groups.
- Supervising some community initiatives and providing the necessary support to ensure their continuity.
- Supervising field activities and following up the progress of work and project activities according to plan.
- Coordinator of initiatives and campaigns to provide financial and moral support to groups in need.
- Logistical support and monitoring of needs in various activities and events.
- Archiving project activities and data of target groups according to project.
- Communicate with partner institutions to implement a project and coordination with them.
- Archiving project activities and data of target groups by project.

Volunteer at the Palestinian Center for Human Rights (Gaza. since 2019-until now).

- Member of the Friends Club of the Palestinian Center for Human Rights
- Participation in the implementation of awareness sessions and training workshops for the target groups

Training at Jawwal Company(Gaza, 2018).

- Data Entry using Oracle.
- Communicate with suppliers.
- Receiving orders from suppliers and delivered to the direct manager.

Training at Telecommunication Company Paltel(Gaza, 2019).

- Collecting data from other sources.
- Sharing data with line manager.
- Archiving data using Excel.

EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION, AL-AZHAR UNIVERSITY(2020).

COURSES

- Participated in a training course at the Palestinian Center for Human Rights on gender-based violence in 2020.
 - Participated in a training course in the field of mechanisms to combat violence against women and was attached to 16 days of activities and initiatives.
 - Training in telecom Paltel company in 2019.
 - Joined the proposal writing and project management course in 2019.
 - Training entitled "Communication for Development" with the Education Department of the Ministry of Health in 2019.
 - Training in Jawwal company in 2018.
 - Holds a course entitled International Computer Driving License (ICDL) in 2018.
 - Joined a training course entitled Integrated Administration with Pixel Center in 2018.
 - Currently, a volunteer at the Save the Youth Future Foundation from 2017 until now.
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CAREER OBJECTIVES

- I aim to take advantage of the acquired academic knowledge and practical experience to work effectively, and also aim to help achieve the goals required for work and take more responsibilities.
- To expand my skills and experience among organizations.
- Community service and financial benefit.

References

Ismail Al-Wahidi	Engineer and trainer at Gateway	+970597777488
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