

Ibrahim Ayoub

EXECUTIVE

Details

Dubai, U.A.E
+971551869229
Info@ibrahimayoub.net

DATE OF BIRTH

9 NOV 1974

NATIONALITY

Egypt

DRIVING LICENSE

Yes - Issued 1993

Skills

Adaptability

Communication Skills

Customer Service

Project Management

Interpersonal Communication

Effective Time Management

Problem Solving

Exceptional Internet

Search Ability

Languages

Arabic

English

Hobbies

Reading

Profile

Dynamic Executive with Over Ten years of experience helping organization reach full potential. Adept in making key decisions and working with other professionals to achieve goals and solve problems.

Employment History

Executive at Akaas Visual Arts I.L.c, Dubai

SEPTEMBER 2014 — APRIL 2024

- Maintained excellent relationships with clients and suppliers.
- Supervised all logistics with accurate time and perfect delivery conditions.
- Coordinated Accounting and Tax responsibilities on time and accurately.
- Followed the regulations changes ensuring the company are fully aware of the new rules and adapting to it quickly.
- Contributed in writing the rules and conditions for participating in Art Exhibitions, which made it clear and easy to understand.
- Supervised the whole process of design, implementation and service/product successful delivery
- Handled customer complaints calmly and professionally, resolving customer issues.
- Took A pivotal part in decision making.

Administrative Officer at Falaj Al Khaleej/X Fix Technical Services, Dubai

JULY 2012 — JULY 2014

- Increased sales via cold calling.
- Maintained accurate book keeping.
- Supervised office assets.
- Supervised the delivery.
- Handled customer complaints.
- Being bilingual made capable of dealing with Arab customers and convey their concerns and suggestions to the management.

Office Clerk at Busit Advocates & legal consultants, Dubai

JANUARY 2009 — MARCH 2011

- Filing cases
- Recorded the decisions in the hearing accurately.
- Delivered documents copies for translations of foreign documents to Arabic
- Provided excellent Proof reading for the Memorandums & Translations in Arabic.
- Typing Memos & prepare documents for the Hearings.

Education

B.Sc. computer science, Ajman University, Ajman

SEPTEMBER 1992 — SEPTEMBER 1999

References

References available upon request