

Enaam Tarik “Mohammed Saeed” Badawi

Date of Birth: 10th may, 1998

Mobile: 00962-797963933

Email: enaambadawi1@gmail.com

Nationality: Jordanian



Career Objectives

Looking for a position that allow me to utilize my background in business administration and to be a part in of a challenging team which struggle for the better growth of an organization while at the same time provides me job satisfaction and self development.

Education and Qualification

- Bachelor's Degree in Business Administration, GPA: 3.08 out of 4 (V.Good)
University of Jordan Sep, 2016 – June,2020
- High School: Information Technology stream 88.3%
Islamic Scientific College 2008_ 2016

Experience

- **Business Hub Manager**, Migrate For Business Services 1st July, 2021- The present
 - Creating a clear/ in depth understanding of the Business Hub (BH) model including its components , operational module, products and services, as well as operational costs expenses, revenue channels and budgets.
 - Overseeing and monitoring the Business Hub (BH) operations on daily basis ensuring that respective tasks are executed in an efficient and timely manner in compliance to the set standards and policies.
 - Building strong/ good relationships with both internal (employees/management) and external (clients, vendors, strategic partner) parties while maintaining a high level of professionalism and customer service orientation.
 - Generating, tracking and submittal of periodic (daily/weekly/monthly) operational and financial performance.
 - Overseeing and supervising the team's through proper delegation of authorities/responsibilities, assignment of duties and task, while providing with the required support and guidance through continuous coaching /mentoring.

- **Business Support Specialist** , IHH Project 6th June. 2021-30th July.2021 -
 Prepare daily meeting with head of departments, agenda.
 - Supporting business process changes and developing reporting system.
 - Work with managers in operations and support areas to develop project plans, review performance , and documentation.
 - Perform day-to-day office support tasks, including : file management, answering the phone , ordering supplies/uniforms, processing incoming /outgoing mail.
 -Problem solving, analytical thinking.
- **Business Support Officer** , Migrate for Business Services 13th Aug.2020-5th June2021
 - Work to prepare quarterly board meetings, shareholders meeting, agendas, and reports.
 - Distribute all needed materials to directors prior to scheduled meetings.
 - Record written minutes of the meetings and prepare them for review and approval.
 - Work will take place in a time and performance sensitive environment. Candidates will be accountable , fast learners with a strong initiative and attention detail.
 - Provide administrative support including but not limited to, disseminating information to the board of directors and maintaining board records , overseeing the resolution process, developing the draft annual board and committee calendars.

Languages

- English: Very Good
- Arabic: Mother language

Skills

- Computer skills (web navigation, Microsoft office)
- Friendly Personality
- Effective Team player
- Driven to learn and apply new idea
- Time management and well organized