

Career Summary

Dates	Organisation	Role Title
Jul 2011 - Current	The XYZ Academy, Dubai	Senior Administrator
Feb 2008 - Current	Cycling Federation	Volunteer event coordinator
Mar 2007 - Jun 2011	Living Nation, California	Receptionist and Administrator
Jan 2006 - Feb 2007	The Trading Company, South Africa	Retail Sales (part time while studying)

Career History

The XYZ Academy, Dubai Jul 2011 – Current
Senior Administrator

- Mentor receptionist
- Manage the administration for a virtual team of 5 sales people
- PA duties for the sales manager
- Track, monitor and process expenses
- Weekly sales reporting
- Catering for functions and sales meetings
- Etc

Achievements:

- Part of a team of 4 who successfully organised the company sales conference for 350 people in 2012. Including coordinating venue, travel, accommodation, international speakers, and team building events.
- Received the employee of the month award in May 2012 for “excellence beyond the boundaries of my role” and in July 2013 the “supreme award for innovation and effectiveness” for saving the company AED 200,00 a year in utility expenses.
- Successfully coordinated a team of 6 who are based throughout the UAE.
- Selected to attend the company “emerging leaders programme”.

Cycling Federation Feb 2008 - Current
Volunteer event coordinator

- Coordinate registrations
- Process payments through Paypal
- Advertising and promotions for the event
- Create run sheets
- On-site event coordination
- Etc

Achievements:

- Part of a team of 2 who successfully organised the Women’s Tour D’Bike in Lebanon in 2013. This event won an award for being the first of its kind in the Middle East.
- Supported the DDE Bike Sports team with the ‘Queen of Qatar’ event in 2014.

Living Nation, California Apr 2007 – Jun 2011
Receptionist and Administrator

- Process expenses
- Meet and greet
- Catering
- Etc

Receptionist (12 months)

- First point of contact for all visitors and callers
- Opening and distributing the mail
- Coordinating meeting rooms
- etc

Education /Qualifications

National Certificate in Business Administration and Computing, Training College, South Africa, Jan – Dec 2006

Training and Development

‘Emerging Leaders Programme’ (6 months), The XYZ Academy, Dubai, 2013
 ‘Advanced skills in MS Excel’, Computer Professionals Training Centre, Dubai, 2012
 ‘First aid for sporting events’, Red Cross California, 2009
 ‘Volunteers in the field’, Cycling Federation, 2008

IT Skills

PACKAGE	VERSION	SKILL LEVEL
MS Excel, Word	2010	Advanced
MS PowerPoint	2010	Intermediate to advanced
Xero (finance)	2014	Beginner
Sales Force (CRM)	2011	Intermediate

Personal Details

- Cycling
- Tennis
- Event management
- Travel
- Photography
- Chess
- Sharing my journey on my blog – www.wordpress.com/cyclingismylife

Interests

- Name:
- Email:
- Current address:
- Contact phone:
- Visa status for the UAE:

HOW TO APPLY

Email your cover letter and CV to recruitment@dde-me.com . Please only email us once. Resending your email two or three times over a week is not required.

If you have the skills, talents and attitude we require we will make contact with you via email or telephone. If we do telephone you – this is the first part of the interview process, so please take it seriously. It may be your only chance to impress us.

We understand finding a role in the UAE is exciting and challenging. The visa process is a stressful one; we have all been through it. Unfortunately as much as we would like to, we cannot offer everyone a role within Team DDE and we are not responsible for your long-term stay in Dubai. We would appreciate it if you do not call us days before your visa is to expire to plead with us for a job.

We wish you all the best in your search for a role in the UAE and thank you for considering joining Team DDE.

CURRENT VANACIES WITHIN TEAM DDE

REF #	ROLE TITLE	DIVISION	CLOSING DATE	DESCRIPTION
20140501	PA to the CEO	Corporate	June 10 2014	Link to JD
20140502	Assistant Store Manager	Retail – RIDE	June 2 2014	Link to JD
20140401	Driver – small truck	Operations	June 30 2014	Link to JD
20131101	Business Development Executive	Action Sports	June 15 2014	Link to JD
General	Want to join us and there are no roles advertised?	Tell us which area: <ul style="list-style-type: none"> - Retail - B2B sales - Action sports - Bike Sports - Lifestyle - Marketing - Finance - HR - Administration - IT - Warehousing - Logistics 	Open	

Best regards,
The careers centre at Team DDE.