

Ahmad Adada

Nationality : Lebanese
Marital Status : Married
Date of Birth : September - 1981 – 14
Place of Birth : Beirut - Lebanon
Current Address : Beirut – Lebanon / willing to relocate
Language Known : Arabic (native), English (fluent)

Summary

Project Manager with an experience in a fast-paced oriented environments. Excellent time management skills with demonstrated ability to prioritize and handle multiple projects. I am well versed in different areas of design and team leading with the focus on detail and implementing solutions to create optimal efficiency.

Education

Arts, Sciences & Technology University in Lebanon (AUL) - Beirut

- Bachelor of Sciences in Graphic Design 2005-2010

Byblos Institute - Beirut

- Technical Baccalaureate in Automotive Mechanics 2001-2002

Employment

Company : Master Group Holding. (Lebanon),
Duration of Service : From December 2013 till present
Designation : (Project Manager)

Job Profile:

- Graphic and production team leading.
- Project management and problem solving.
- Creating new concepts and designs for 3D stands and signs.
- Support clients with designs and simulations.
- Negotiate the terms of an agreement and close sales.
- Gather market information and provide feedback on design/execution.
- Exhibitions stand supper vision and follow up sales.

Company :PMF Proficiency Marketing & Formation. (Lebanon),
Duration of Service : From December 2012 till December 2013
Designation : Senior Art Director (partnership)

Job Profile:

- Marketing strategy planning
- Art directing (graphic design)
- Research and development
- Close follow-up on printing and customer satisfaction

Company : FedEx Kinko's - Office & Print Center
Duration of Service : From October 2009 to November 2012
Designation : Center Manager

Job Profile:

- Was responsible for the opening of the Vedun branch
- Supervise center operations
- Oversee the proper execution of company policies
- Manage employee shift schedules
- Check-up and control of branch QoS
- Close follow-up on customer satisfaction
- Train new employees (technical, sales and design)

Company : FedEx Kinko's - Office & Print Center
Duration of Service : From July 2008 to October 2009
Designation : Assistant Center Manager

Job Profile:

- Assisted in the opening of the first branch
- Supervise employees & center operations
- Procurement of stationery & media
- Art directing (graphic design) plus print services
- Cash register balance monitoring
- On hand customer service

Company : Malik's - Bookshop & Print Center
Duration of Service : From January 2007 to July 2008
Designation : Assistant Manager

Job Profile:

- Assisted in opening of the verdun branch
- Supervising & evaluation of employees
- Procurement of stationery & equipment
- Design & print services
- Cash register balance monitoring
- Firsthand customer service

Professional skills

Managerial: I am managing a team of 48 technical and 3 designers as a leader and group player. Coaching, supervision, quality management, developing standards, motley tasking in an operational streamlining.

Design: Art director, creating new concepts, designs for 3D stands, signage, car branding, custom paint designs and marketing campaigns.

Technical: Experience in preparing design file for production. Worked on developing a lots of technical projects mixed between car designs with manufacturing, Hands on experience in automotive body kits and automotive repair.

Computer: Microsoft office, OS-X Mac operating systems and software, Adobe Illustrator, Adobe Photoshop, Adobe Indesign, Adobe Premier and AutoCad.

Exhibitions

- 1- Christmas exhibition in Beirut Futuroscop and a sales representative for a cleaning detergents with Balaa company for 5 consecutive years.
- 2- Saudi Build exhibition with Al Hashim Contracting as I was representing Manton SAS sliding doors company.
- 3- Art of living exhibition 2016/2015/2014 with MastergroupHdg presenting the company services in printing, signage and LED outdoor and indoor screens.
- 4- Project Lebanon 2016/2015 with MastergroupHdg presenting the company services in printing, signage and LED outdoor and indoor screens.

Interests

Sketching, Automotive design, General motor sports.