



PROFILE

MBA graduate from prestigious business school with powerful skills in building and maintaining relationships with business tycoons, politicians, royalty, and Nobel Prize-winning scientists. Highly enthusiastic about the challenges of interacting with people from different cultures around the world. Multi-cultural experience from having lived in Europe, America and the Middle East. Proven aptitude in due diligence, report-writing and preparing presentation material. Fully committed to proactively contributing to the long-term success in the client-interfacing area at a dynamic organization.

EDUCATION

[Redacted]

[Redacted]

EXPERIENCE

[Redacted]

[Redacted]

My role involves me in serving as primary support to Dean by assisting in responsible and confidential administrative duties mostly relating to faculty recruitment

Responsibilities

- Setting up and coordinating detailed itineraries for visiting faculty candidates (accommodation, lectures, workshops, interviews, and entertainment). Prepare relevant documents
- Overseeing special events: catering, invitations, security, mailing list, IT
- Assisting Dean and faculty to get set up in new environment. Maintaining calendar and databases. Organizing meetings and business trips
- Tracking faculty's outreach to local community

[Redacted]

I provided a full range of leadership-support functions to COO including exceptional discretion, confident communication skills and a capacity for resourceful initiative in a team context

Responsibilities

- Prepared information and research reports regarding initiatives, administrative and operational matters
- Represented COO in meetings
- Liaised between the office of the COO, the Cabinet, overseas offices and senior managers
- Managed diaries, contacts and database information, arranged travel, and established a monitoring and status-of-work reporting system regarding ongoing office projects for which the COO was responsible

[REDACTED]

Clients:

THE EMIRATES CAPITAL LTD., Dubai, UAE, [REDACTED]

Corporate Finance Associate

Start-up investment bank – financial advisory

MAC CAPITAL LTD., Dubai, UAE, [REDACTED]

Investment Banking Associate

Start-up investment bank – financial advisory

SIRAJ CAPITAL LTD., Dubai, UAE [REDACTED]

Private Equity Associate

Start-up private equity firm focusing on acquisitions in Saudi Arabia

Responsibilities

Supported executives in financial advisory transactions such as company acquisitions and capital raising. Carried out extensive due diligence, prepared key transaction materials including valuation analyses, detailed offering memoranda, and management presentations

- Arranged and managed relationship with New York investment bank
- Liaised with European investors for investment opportunities in Dubai
- Originated and screened new business opportunities in MENA and the US investor markets
- Performed due diligence and financial modeling on Caribbean hospitality investment group
- Prepared documents for listing of company on Nasdaq Dubai
- Designed financial models valuing Internet and agricultural companies in UAE
- Analysis of sports and entertainment markets in GCC region used to assess feasibility of new Saudi Arabian financing venture

[REDACTED]

I provided full range support in both business and personal aspects of Financier's life with access to highly confidential information and practiced utmost discretion and professionalism

Responsibilities

- Managed close relationships with other Ultra High Net Worth Individuals, business tycoons, media moguls, politicians, royalty, and Nobel Prize-winning scientists
- Participated in management of operation of six large estates and an apartment building
- Asset management: Coordinated vehicles, aircrafts, helicopters, antiques, and other personal assets
- Staff management: Coordinated household staff, pilots, contractors, and suppliers
- Organized philanthropic giving and managed schedule, personal appointments and events
- Assisted with all administrative tasks in the daily running of the office and the Financier's life

[REDACTED]

Investment bank - Cross-Border Mergers & Acquisitions Advisory

- Valued companies and M&A transactions using Discounted Cash Flow models and comparable companies- and transaction analysis
- Researched and analyzed industries to identify potential strategic and financial buyers and possible M&A opportunities in wireless, software and manufacturing industries

[REDACTED]

Investment bank – Structured Finance Advisory

- Created Discounted Cash Flow model and structured a loan engagement for Scandinavian hotel chain
- Analyzed Swedish competitive landscape and market trends for real estate and hospitality sectors used in information memorandums to existing and potential clients