

Ayham Mustafa

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Summary

Observant, curious and focused, i dream in data and strive to make an impact. I am able to understand complex topics and enjoy parsing through numbers to develop educated conclusions. I am confident and passionate about my findings, and an advocate for quality insights.

Experience

Executive Assistant

Golden arrow Co. LTD & El mamoun Group

Oct 2022 - Present (2 months +)

Dealer development , JV negotiations , Sub -Agency management ,Sub-Branches management , Marketing agents management , facilitates maintenance project management & planning , market share reports , CRM supervision ,sales administration & service support.

Agent

Badr Airlines

May 2021 - Sep 2022 (1 year 5 months)

Foreigner staff Affairs management, rotation planning and paper work flow up ,issuance and record keeping .

issuing operational permissions , civil aviation approval, airworthiness approval . aircraft security and inspection as AVSEC implementing procedures according to ICAO annex ,17,19, IOSA Operations standards in Airside and Landside

Corporate Secretary

Amrael for advanced business

Jun 2018 - Dec 2020 (2 years 7 months)

Handling company share transactions, Liaising with lawyers, bankers and shareholders on board governance issues, responsible of corporate records , Board and, committee meetings, compliance with federal and provincial board governance laws.

Business Consultant

Eurodex for integrated solutions

Jun 2018 - Dec 2020 (2 years 7 months)

Participation in company Multinational joint venture agreements , public- private partnership , leading negotiations, follow up conflicts and solve issues , quality assurance , technical teams leading , provide company with market reports and opening opportunities, using professional networking and contact to enhance business experience for multinational in the environment.



Executive Assistant to General Manager

Amrael for advanced business

Jan 2017 - Jun 2018 (1 year 6 months)

oversee day to day operations ,participating in contracts negotiation with vendors and prospective employees ,analyze and implement of procedures and policies ,participating in representing the company in international contracts and outside markets .



Executive Assistant to Executive Director

Amrael for advanced business

Apr 2016 - Jan 2017 (10 months)

Participate in Developing and executing the company's business strategies with advising the chairpersons ,overseas company finance and the running of day to day operations .

Education



University of Science and Technology

Bachelor of Science, Electrical and Electronics Engineering

2014 - 2021



Shoroq Almarefah

High school diploma, Natural Sciences

2009 - 2012

Licenses & Certifications



Threat and risk assesement in Aviation - Experts center for training & human resources development

QM-22049



Training of Trainers (ToT) - Badr Airlines

1115



AVSEC - Badr Airlines

Issued Aug 2021 - Expires Aug 2023

1113



Security Risk and Crisis Management - Badr Airlines

1043



Security Threats against civil aviation - Badr Airlines

995



Safety management systems - Badr Airlines

Issued Jun 2021 - Expires Jun 2023

826



Professional report writing - Badr Airlines



ISO Management System Audit Techniques - Alison



NGO's design and management TOT - WINJY Enterprises



Fundamentals of starting and running business - Young African Leadership Initiative



Basics of public- private partnership - Young African Leadership Initiative



Fundamentals of business expansion - Young African Leadership Initiative



Management strategies for people and resources - Young African Leadership Initiative

Skills

administration • business strategy • Engineering • Project Management • Non-Governmental Organizations (NGOs) • Management • Consulting • Technical Support • Reporting & Analysis • Expense Management

Honors & Awards



IOSA initial audit successful participation - Badr Airlines

Dec 2021

successful participation in preparation for initial audit ,preparing KPI and reports , involving in quality control process , out stations inspection ,and operational procedures and forms preparation .