

ALAA ALSHAAR

PROFESSIONAL RELATION OFFICER



ABOUT ME

Experienced Professional Relations Officer adept at fostering strategic relationships with governmental, public sector, and SMEs for partnership development, leveraging 2 years of expertise. Skilled in networking, actively engaging in events and discussions, ensuring compliance with UAECA-ACCA program requirements. Proficient in stakeholder engagement, managing ACCA system registration, and overseeing program training and exams. Recognized for industry advocacy, conflict resolution, and contract negotiation. Possesses strong communication and outreach abilities, along with proficiency in data analysis. Proven track record as a technical secretariat of the IFAC (International Federation of Accountants).

CONTACT ME

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www.tomohmarketing.com

Dubai, UAE

WORK EXPERIENCE

- DIGITAL MARKETING EXPERT** 2020 - Present
TOMOH MARKETING MANAGEMENT
DUBAI, UAE
 - Manage company's digital presence, SEO content, and brand identity.
 - Collaborate with clients to provide marketing consultations for business growth.
 - Develop digital strategy, content marketing, and SEO optimization.
 - Handle social media management, email marketing, and paid advertising.
 - Execute analytics and reporting for performance evaluation.
 - Conduct real estate management tasks including online attestation processes and dispute resolution.
- REAL ESTATE MANAGER** 2014 - Present
SHARJAH - AJMAN
 - Facilitate municipal approvals and online attestations efficiently.
 - Handle court, notary, and dispute resolution procedures for client satisfaction.
 - Conduct comprehensive property evaluations based on market trends.
 - Manage industrial and commercial property operations seamlessly.
 - Stay updated on real estate economics to set competitive rental rates.
 - Expertly handle industrial and commercial property management.
 - Optimize operations for client and property owner success.
- BUSINESS CONSULTANT** 2020 - 2022
AL MURSHID BUSINESS SERVICES (PART TIME)
ABU DHABI, UAE
 - Perform comprehensive financial and market analyses, offering tailored suggestions to investors.
 - Foster ongoing collaboration with Abu Dhabi's Department of Knowledge and Education.
 - Uphold meticulous adherence to documentation procedures and client confidentiality standards.
 - Provide strategic insights and maintain stringent confidentiality for clients.
- PROFESSIONAL RELATION OFFICER** 2015 - 2016
SHARJAH, UAE
 - Foster strategic relationships with governmental, public sector, and SMEs for partnership development.
 - Engage in networking events, discussions, and ensure compliance with UAECA-ACCA program requirements.

MY EDUCATION

- MASTERS IN DIGITAL MARKETING**
NUCLIO SCHOOL BARCELONA 2021 - 2022
- BACHELORS IN BANKING & FINANCE**
EMIRATES INSTITUTE(EIBFS) 2016 - 2020
- DIPLOMA IN BANKING & FINANCE**
EMIRATES INSTITUTE(EIBFS) 2014 - 2016

CERTIFICATES & TRAININGS

- CERTIFICATION IN ACCOUNTING (ACCA)
- TRAINING COURSE "THE FUTURE OF FRAUD" ISSUED BY AAA - UAE
- 3 MONTHS TRAINING IN "RISK MANAGEMENT, OPERATIONS, TRADE FINANCE" AT UAB, UAE
- WORKSHOP OF "OPERATIONAL RISK AND MANAGEMENT" AT UAB, UAE
- PARTICIPATION IN "DUBAI FINANCIAL MARKET STOCK COMPETITION" - UAE

MY SKILLS

EXCELLENT COMMUNICATION SKILLS
MEDIA RELATIONS EXPERTISE
CRISIS MANAGEMENT PROFICIENCY
STRATEGIC PLANNING
NETWORKING SKILLS
EVENT MANAGEMENT
CREATIVITY

LANGUAGES

ENGLISH
ARABIC

HOBBIES

PSYCHOLOGICAL READING
SWIMMING & WALKING
MEDITATION
READING