



+974 30335804 📞

dynabance@gmail.com ✉

Doha, Qatar 📍

DYNA BANCE

Operations and Sales Coordinator

About Me

With over six years of experience in operations, I bring valuable expertise that would enhance the company's workforce. I possess the necessary skills to take on managerial positions.

As a driven, organized, and dependable professional, I excel in collaborative team settings. I demonstrate strong initiative, excellent interpersonal skills, and effective organizational abilities.

Education

BS in Tourism Management
Batanes State College

High School Diploma
Batanes State College

Skills

- Oversee safety
- Process improvement
- Quality control
- Manufacturing oversight
- Handle materials
- Continuous improvement Training and mentoring
- Inventory management
- Activity reporting
- Monitor production
- Quality assurance
- Schedule oversight
- Equipment layout optimization
- Product assembly
- Schedule coordination
- Basic Corel and Ai software

Experience

Operations and Sales Coordinator 2023- present
Signmax Trading W.L.L

Assist in coordinating and supervising daily operations and activities. Contribute to the development and implementation of operational strategies and initiatives. Collaborate with cross-functional teams to improve operational efficiency and effectiveness.

Finishing Department Incharge (Branding Department) 2020-2023
Junior Trafficker (Branding Department) 2018-2020
Gulcrafts Co. W.L.L

Ensure top-notch production quality by evaluating materials, refining processes, and creating detailed schedules. Organize work shifts and offer training to inspire your team. Introduce procedural updates and nurture a collaborative team environment. Provide your team with guidance on production techniques. Review finished products, oversee finishing tasks, and manage production orders. Work alongside other managers to promote clear communication across departments.

EVENT PROJECT'S HANDLED

FIFA Club (Way Finding), Arab Games, Qatar Olympic Committee, Asian Athletics, Diamond League, IAAF World Championship, Road World Championship, IFP - Yearly, Exhibition (Branding), FINA, Color Run, Equestrian, Local Events, FIFA 2022 Way Finding, FIFA 2022 Host Country Branding, Padel Inn 2021, Project Qatar, Supreme Committee, FIFA 2022 Host City Branding and other

Brand Ambassador 2010-2015
Sanofi Aventis

Sales Coordinator 2009-2010
Orient Integrated Commercial Inc.