

# HAMZA M. S. KOTB

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📍 Al-Wukair Qatar

## SUMMARY

Seasoned professional with many years of experience in company administration. Collaborated with board members and executives to develop budget, coordinating departmental operations in cooperation with managers to execute company initiatives under budget and beyond expectations. Developed innovative sales strategies and personally implemented with high-profile accounts. Dedicated to maximizing company growth and streamlining integration of company operations.

## EXPERIENCE

08/2024 - Current

### **Chief Administrative Officer, ETIC Managerial Training Center, Doha**

- Oversaw corrective action plans to remedy structural, organizational and departmental issues.
- Worked with SEC to file amendments and achieve compliance targets.
- Provided guidance and support to department heads in order to maximize efficiency and effectiveness of their teams.
- Developed and implemented policies, procedures, and practices to ensure efficient operations of the organization.
- Hired, trained, and mentored staff members to maximize productivity.
- Organized and coordinated administrative activities such as board meetings, staff meetings, budgeting, financial management, personnel management, recordkeeping, and compliance with applicable laws.
- Created an environment that fosters collaboration among team members while promoting a culture of accountability.

03/2022 - 08/2024

### **Administrative Manager, Fullmark Translation Services**

- Overseeing administrative operations and human resources functions, ensuring smooth workflow and effective team management
- Negotiated and reviewed contracts, rates and terms with current facilities and suppliers.
- Supported staff through in-service training, providing mentorship and additional resources.
- Prepared regular progress reports to track budget expenditures, workflow, and performance metrics.
- Coordinated with executive staff to ensure deadlines were met in a timely manner.
- Established work procedures or schedules to organize daily work of administrative staff.

03/2020 - 03/2022

### **Sales Professional, AL-Maham International Group, Doha, Qatar**

- I successfully doubled the company's sales within a year by expanding the distribution network and collaborating with new retail partners across Qatar
- My strategic approach to sales and market development significantly contributed to the company's growth
- Negotiated pricing contracts with clients for optimal profitability.

- Coordinated with logistics teams to ensure timely delivery of products to customers.
- Generated new business by developing marketing initiatives, performing prospect calls, and networking referrals.

01/2017 - 02/2017 **Internship Trainer, QNB, Doha**

02/2015 - 12/2016 **Work in Office of the Assistant Dean for Students, Qatar University , Doha**

- Coordination between students and the department ensures smooth communication and organization within the college.
- Advised students on course selection, progress toward graduation and career decisions.
- Conducted ongoing assessment of student learning outcomes to inform continuous improvement efforts.
- collecting student data and filtering the Deans List to prepare invitations for the graduation ceremony.

## SKILLS

- |                              |                                        |                                |
|------------------------------|----------------------------------------|--------------------------------|
| • Human resources management | • Economic principles                  | • Strategic planning           |
| • Data analysis              | • Business process improvement         | • Results orientation          |
| • Customer service           | • Business analysis                    | • Adaptability and flexibility |
| • Process improvement        | • Relationship building                | • Talent recruitment           |
| • Operations management      | • Organizational leadership            |                                |
| • Forecasting and planning   | • Administrative management strategies |                                |

## EDUCATION AND TRAINING

07/2017 **BBA, Management , Marketing**  
**College of Business and Economics at QU, Doha**  
 GPA: 2.48

## CERTIFICATIONS

- Certificate of Globally competent Business Communicator
- International Certificate in Islamic Business (ICIB)
- Certificate of participation workshop of Introduction to (GIS)
- Certificate of participation workshop of (SAP)
- Certificate of recognition CBE Got Talent-2nd Edition
- CBE Got Talent 2 Certificate for 3rd place

## LANGUAGES

**Arabic:** First Language

**English:** C1

Advanced