

ENAS AHMED (Remotely Project & Executive Assistant)



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Professional Summary

Detail-oriented and proactive Project Coordinator & Executive Assistant with engineering background and high-level administrative support to C-suite executives and senior leadership. Skilled in managing complex calendars, coordinating meetings and travel, preparing reports and presentations, and acting as a trusted liaison across departments. Known for streamlining workflows, maintaining confidentiality, and anticipating operational needs to optimize executive productivity. PMP certified, with hands-on experience applying project management best practices to enhance team collaboration, resolve logistical challenges, and deliver consistent, high-quality outcomes.

Experience

(Remotely) Executive Assistant TAM Development Company (Riyadh, KSA)

March 2024 – Sep 2026

- Manage complex, multi-calendar scheduling preventing conflicts and ensure optimal time use with Coordinate all aspects of **meetings, travel, and logistics**, ensuring efficiency and accuracy.
- proactively manage and prioritize multiple tasks and projects, set up reminders and track deadlines to various tasks/projects of the executive to support the business priorities with all administrative support.
- Analyze data, prepared reports, presentations, and spreadsheets, maintain document filing in cloud platforms.
- Provide high-level administrative support, proactively managing tasks and anticipating needs in dynamic work environments
- Maintain seamless information flow across all organizational levels and external stakeholders to support collaboration and alignments.
- Attend virtual meetings (as directed) take detailed minutes, and follow up on action items and deadlines.
- Handle sensitive information with discretion and maintain strict confidentiality, adaptable under pressure and available for urgent after-hours support as required

Project Assistant | Japan Tobacco International (Khartoum, Sudan)

Oct 2020 – Feb 2024

- Assisting Engineering Manager Creating and maintaining project plans, coordinate with design teams, contractors to align with the agreed scope and deliverables.
- Managed and controlled an operations budget of \$9M, ensuring appropriate allocation of OPEX and CAPEX costs, Prepare and review financial reports, forecasts and Identify cost-saving opportunities for optimal resource utilization.
- Coordinated resources, including personnel, materials, and equipment. Ensure all project activities comply with company policies, contractual agreements, and regulatory standards and project KPI's.
- Facilitated communication among the team members, stakeholders, and other relevant parties through physical and virtual meetings for informing about project progress and any change or issues that arise.
- Collaborated with cross-functional teams to analyze and evaluate potential risks, resulting in the implementation of proactive measures that successfully prevented many losses in project funds.

Project Engineer | Voltas Electromechanical (Khartoum, Sudan)

Jun 2016 – Aug 2020

- **Engineering and Technical Support:** Installing, and maintaining electrical system and equipment that operate at lower voltages, typically below 1000 volts includes data cabling, security CCTV, access control systems, fire alarm system, audio -visual systems and telecommunications infrastructure.
- **Coordination:** Follow up shop Drawings and materials and equipment submittals as per contract requirements. Prepare and review method statements, Follow up material orders issuance up to approval.
- **Procurements:** Communicated with OEM's and Suppliers to follow up procurement Process for all materials, goods, and services according to project's contract and approvals.
- **Training:** Coordinated pre-commission training and Factory Acceptance Test with the OEM for all new Low Current equipment's.
- **Testing and Commissioning:** Performed functional tests, operational tests, and performance tests with commissioning team, ensure systems operate correctly and efficiently.
- **Monitoring:** Monitored the progress on Site, with sub-contractors and project team, update the progress and identified any variations and changes.
- **Communication:** Attend regular site meetings with internal and externals to discuss monthly project valuation.

Education

University of Khartoum, Khartoum – Sudan

2010- 2015

Bachelor's Science Degree in Electrical Engineering

Skills & Abilities

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- Project Management Methodologies (Risk, Cost, Time and Change Management)
 - Data Analysis
 - Microsoft Office
 - Microsoft Project
 - SAP ERP, Monday.com, Slack, Menti meter

Languages

- Arabic (Native Speaker)
- English (Advance)

Certificates

- Project Management Professional (PMP)
- PMO Certified Practitioner (PMO-CP)
- ISO 31000:2018 - Enterprise Risk Management Framework for Risk Leader