**Mohamed Ado**

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**EDUCATION**

**Berkeley College New York, NY**

*Bachelor of Arts in Business Administration/Management August 2015 - August 2018*

***Relevant Coursework and Skills***: experience developing the critical thinking skills needed to perform external and internal analyses of organizations and their competitive environment/Develop business landscaping mapping strategies, demonstrate the ability to apply the management tools required and analyze the data generated from the tools to ascertain organizational performance. And demonstrate the ability to develop global strategy formulation as part of a strategic management process comprising the three phases: diagnosis, formulation, and implementation.

**WORK & LEADERSHIP EXPERIENCE**

**BELLEVUE HOSPITAL CENTER New York, NY**

*Administrative Assistant - Intern May 2014 – August 2014*

* Answered phone calls and directed calls to appropriate parties or taken messages.
* Prepared Invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
* Opened, sorted, and distributed incoming correspondence, including faxes and email.

**COMMITTED ADVISORS New York, NY**

*Business Development Coordinator - Intern January 2016 – August 2018*

* Research and identify Business Opportunities.
* Qualified targeted opportunities.
* Developed new relationships with prospective clients by pre-positioning company for future accounts.
* Communicated and led successful implementation of strategic planning.
* Performed cost analysis on multiple vendor contracts and negotiated new vendor contracts resulting in 30% savings.
* Delivered capacity development activities.

**ACTIVITIES & INTERESTS**

Activities: Berkeley College Soccer Team, Linking Legacies, Sports.

Interests: Investment, Business Development, Procurement and Logistic, Soccer, Football, Music, fitness.

**Skills and knowledge**

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| Cost Determination | Data Collection | Financial forecasting |
| Quality Management | Depreciation Impact | Corporate finance |
| Cost Accounting | Reconciliation | Budgeting |
| Process Improvement | Planning and Reporting | Statistical Analysis |
| Requirements analysis | Communication | Customer Service |