**Fiaz Ahmed**

Date of Birth: 1st Jan 1983

Language: English, Punjabi and Urdu.

 **Personal Statement**

Experience in the field of Administration in national and multinational organization, Excellent Communication and interpersonal skills, highly organized able to adapt to changes in limited time and to prove ability under pressure. Excellent Administration Experience with complete knowledge of (including HR activities) and multi-tasking Ambitious, Dedicated, Responsible, Team player and a Quick learner with great persuasive & presentation skills An outgoing personality and can work under pressure to meet the deadlines. Proficient in Ms Word, Ms Excel, MS Access and Microsoft Outlook. My professional strengths include planning & scheduling, internet Research, Customer Care and great problem solving skills. Good business acumen and management skills to smoothly manage any given area of the business.

**Academic Background**

MBA (MARKETING)

 Anglia Ruskin University London (UK) 2014

PGD (Business Administration)

 London School of Marketing (UK) 2013

PGC (Business Management)

 London College of Accountancy (UK) 2012

BSc (Mathematics & Statistics)

 University of Azad Kashmir (Pakistan) 2006

**Work Experience**

**Technical Clerk (IMDAAD LLC DUBAI)**

 (April 2015-Present)

* Informed all manpower allocation details in weekly basis and share with concerned employee.
* Coached the employees requirements like medical, emergency/annual vacation (as per the vacation strategy), emirates ID, salary/OT, and ATM card issues.

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* Create the work order and PR after necessary client LPO with supporting documents of contractor quotation
* Coordinate and prepare for the daily and monthly reports
* Collecting & submitting passports to HR for visa renewals.

**Admin (MIT COLLEGE PAKISTAN)**

(June 2014 to March 2015)

* Leading, guiding and coordinating others (staff members);and operating within a pre-defined time ,budget and utilization of resources to make the environment of company easier from top to down.
* Monitor and manage the operations of all host computer systems and peripheral devices.
* Configuring the software’s of all the computer system.
* Maintaining and managing computer processing logs and documents and assisting others in the maintenance of all run and procedures manuals for computer.

**Inventory Controller (DOMINO’S PIZZA UK)**

(August 2011 to October 2013)

* To assist and deputise for the store Manager.
* Taking full responsibility for the running of the store in the absence of the store Manager.
* To provide support to the manger in managing the resources of the store including staff, stock, product quality, service times, marketing initiatives , sales targets and financial management to increase unit sales and capitalise on sales opportunities.

**Interests**

* Traveling
* Web surfing
* Playing and watching cricket
* Cooking
* Reading books

**Personal Traits**

* Team leader with managerial skills.
* Likes to take on Responsibility.
* Good Organization and Planning Skills.
* Good Communication Skills.
* Critical Thinker and Problem Solver and Quick Learner.

**Job Seeker First Name / CV No: 1817820**

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