

Contact HR Consultant for CV No: 2045142

E-mail: response@gulfjobseekers.com

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**Usman Ali**

***Skilled Administrator***

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Why ***Usman Ali?***

* Astute, organized & people-oriented professional administrator fully versed in business management & fundamentals. Equipped with extensive knowledge of establishing organizational goals, practices & procedures including directing & overseeing organization’s financial & budgetary activities & sales while identifying glitches to improve operations effectiveness & workforce diversity
* Diligent professional possessing strong commercial acumen with reflective observation to align administrative operations in shaping organizational culture by utilizing cross-cultural intelligence & global mindset. Adept at assessing needs, generating options and implementing solutions in collaboration with management
* Performance-driven individual with ability to motivate team individually & financially to meet corporate objectives through various economic cycles. Expert in prolific communication to handle corporate affairs; absorb information & identify underlying trends with potential & readiness to challenge existing practices & find alternatives
* Well-versed contriver & efficacious team player with ability to communicate to management, over to managers, out to potential employees and down to all levels of current employees including rank-&-file employees. Has exceptional problem-solving and decision making abilities; uncanny ability to transform analytical results into actionable, business-relevant recommendations

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|  **CORE STRENGTHS & ENABLING SKILLS**  |
| * Business Administration
* Business Communication
* Performance Management
 | * Operations Management
* Process Development & Implementation
* Customer Relation Management

  | * Technical Writing
* Interpersonal Skills
* Communication & Presentation Skills
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 **PROFESSIONAL EXPERIENCE**

**Desert Leisure Swimming Pools (L.L.C) Dubai, UAE**

Working as ***“Administrator”,*** November 2015 – Present

**Responsibilities/Accomplishments:**

* Proactively rendering administrative services by handling over 60 projects; preparing submittals for materials & samples within defined time frame & in accordance with log sheet & accelerating undisrupted workflow with increase productivity. Tactfully following up payments & retrieved major amounts accomplishing company targets
* Expertly assisting managing department in implementation of organization’s values, policies, process & procedures by providing Management Advisory Services (MAS) & liaising with contractors, engineering staff, functional & operational management. Arranging meetings, publishing minutes of meeting & training newly hired staff while developing environment of offering information & opinions

***Major Achievement:***

* Increased overall efficiency by 30% that led to increased customer engagement

 **PROFESSIONAL QUALIFICATION**

* **National Textile University, Faisalabad, Pakistan** (2010 – 2014)

MBA Finance

* **University of the Punjab, Lahore, Pakistan** (2008 – 2010)

B. Com

Al-Quoz Industrial Area Dubai

ADDRESS