

## AJMEER

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Dubai Driving License



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### OBJECTIVE

To attain a challenging position in Operation Coordinator, (Business Development)/ Administrator organization that will enable me to apply my knowledge and skills in the work allotted for me in effectively for the mutual development of the organization.

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### SUMMARY OF SKILLS:

- Effectively assisted field and operations managers in day-to-day coordination and management of operational activities & Administrative Duties.
- Ensured implementation of all standard operating procedures for efficient business operations.
- Assisted in coordination of team efforts to increase company revenue.
- Managed all calendars and coordination between administrative and field tasks.
- Managed coordination of installation crews accordingly to ensure timely completion.
- Interfaced with General Contractors (clients) and Owners from contract through close out phase of construction.
- Ensure accurate and timely assigned monthly report generation.
- Maintain records and documentation related to operational activities.
- Engage with suppliers for required products and services.
- Arrange deliveries and collections of equipment.

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### PROFESSIONAL EXPERIENCE:

- TRANSGUARD GROUP COMPANY LLC– (EMIRATES) -COORDINATOR-(2013 – 2016).
- AI MANSOOR ENTERPRISES LLC–OPERATIONS COORDINATOR–(2017to2021).
- MABEAAT (HADAF AL KHALEEJ) (ASSISTANT TL) - (2023 July to TILL)

#### Responsibilities:

- Track, analyze and improve key maintenance parameters such as asset utilization, maintenance cost, schedule compliance, etc.
- Coordinate the schedule and requirements for the driver.
- Communication with Outsourcing Venders & Clients.
- Keeping management informed of trouble spots in advance before major problems occur, and proposing cost-effective solution.
- Coordinating with Transports & Drivers for the schedule, Repair, Maintenance for Operations Activities.
- Tracks new contracts as well as audits for configuration loads.
- Performs outreach to providers, medical groups, licensure bodies and governmental agencies via phone, fax or written correspondence.
- Document details of customer interaction into system while on the phone.
- Responsible for administrative duties (i.e. incoming/outgoing mail response, etc.)
- Manage the administrative staff and train new hires on office policies and procedures.
- Maintaining staff records and passports & visa cancellation reports.

## MABEAAT–HADAF AL KHALEEJ COMMERCIAL : TELECOMMUNICATION(DUBAI ISLAMIC BANK)

- Telesales and face to face meetings with new prospects to discuss the various products and its features.
- Ensure KYC and review legal documentation for compliance and eligibility as per approved bank policy.
- Preparing the required documents, calculation and financial analysis as per the bank policies and procedures.
- Handling operational & administrative tasks related to assigned portfolio.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Achieving weekly/monthly targets & Incentives.
- Identify potential customers through databases, cold calling, follow up leads and telephone/personal contacts etc.
- To sell Personal finance products to the specified target customers/segments and meet monthly sales targets.

### COMPUTER & TECHNICAL SKILLS:

- **Operation Systems** : Windows OS
- 9X/2000/XP/Vista/Windows 7, Windows 8.1/Server2003/Server2008
- **MS Office Suite:** XP /2003/2007 (Outlook, Access, Excel, Word, Power Point)
- **Email/Accounts:** MS Exchange, MS Outlook, Active Directory.
- **Security:** Experienced in Antivirus, Spyware Removal tools, and CCTV operations.

### EDUCATION:

#### **Anna University – State Board – Matriculation:**

- B.Tech – Information Technology (2008 – 2012)
- 12th – Higher Secondary School (2007)
- 10th - Matriculation School (2006)

### PERSONAL DETAILS:

Father Name : Akbar  
Date of Birth : 08-05-1991  
Passport No : W9609124  
Religion : Muslim  
Languages Known : Tamil, Hindi, English and Malayalam, Arabic.  
**License (UAE) : 2025493(Automatic)**  
**Visa Status : Employment**