



CONTACT

 HOR AL ANZ, DUBAI 125212

 055 470 2571

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PROFESSIONAL SUMMARY

Focused individual with a track record of success in leading teams to meet objectives and develop successful initiatives. Demonstrated ability to work with a variety of stakeholders to create effective solutions. Possesses strong communication and organizational skills. Detail-oriented professional with a successful record of managing all aspects of office operations, including customer service, financial administration and data entry. Skilled in implementing best practices and developing policies that drive productivity, reduce costs, and improve customer experience. Organized professional with extensive experience in the field. Proven track record of leading projects to successful completion through the effective use of resources and

personnel. Experienced in managing budgets, implementing new policies and procedures, and overseeing large staff teams. Excels in building long-term relationships with vendors and customers, providing superior customer service, and creating a positive workplace dynamic.

SKILLS

- Employee Management
- System Monitoring
- Process Improvement
- Training and Development
- Documentation
- Human Resources Management Software
- Business Needs Identification
- Control of Expenses
- Orientation and Training
- Document Review
- Financial and Operational Reporting
- Planning and Prioritization
- Inventory Oversight
- Company Representation

FAYAZ AHMAD

ADMINISTRATION MANAGER



EXPERIENCE

ADMINISTRATION MANAGER SUPERSTAR KITCHEN - HOR AL ANZ, DUBAI
04/2023 - Present

- Performed data entry tasks into various software programs; updated databases regularly.
- Tracked project progress through regular status updates from team members.
- Maintained records of personnel transactions such as hiring, promotions, transfers, performance reviews and terminations.
- Drafted documents such as letters, memos and reports when needed.

DATA ENTRY OPERATOR FAST COMPUTER CENTER - Jampur, PUNJAB
01/2019 - 12/2020

- Maintained confidentiality when handling sensitive information from customers.
- Created and maintained detailed records of all data entry activities to ensure accuracy.
- Performed quality assurance checks on data entries to ensure accuracy of information.
- Entered customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.

Administration Manager/HR MANAGER HALEEMA MEDICAL COMPLEX - Jampur, PUNJAB
01/2010 - 12/2015

- Drafted documents such as letters, memos and reports when needed.
- Maintained records of personnel transactions such as hiring, promotions, transfers, performance reviews and terminations.
- Performed data entry tasks into various software programs; updated databases regularly.
- Tracked project progress through regular status updates from team members.



EDUCATION

Master of Arts (M.A.): EDUCATION
AIU - PAKISTAN, 08/2022

Relevant Coursework

- EDUCATION

Awards & Honors

- EDUCATION

Extracurricular Activities

- B.ED

- Company Representation
- Service Quality Standards
- Update Policies
- Service Provider Sourcing
- Train Staff
- Hiring and Terminations
- Electronic Filing System
- Records and Database Management
- Customer Satisfaction Evaluation
- Coordinate Service Contracts
- Equipment Purchase Planning
- Personnel Needs Assessments
- Sensitive Document Disposal
- Department Leadership
- Set Goals
- Supply Distribution
- Operational Standard Development
- Office Supplies and Inventory
- Joint Ventures
- Team Goals
- Microsoft Office
- Travel Administration
- Employee Paperwork
- Inquiry Requests

- Verification Processes
- Leased Line
- Product Knowledge
- Employee Timesheet Processing

LANGUAGES

- English
Intermediate

- B.ED

B.ED: Education
AIOU - PAKISTAN ISLAMABAD, 01/2015

Bachelor of Arts (B.A.): POLITICAL SCIENCE ,EDUCATION
BAHAUDDIN ZAKRIA UNIVERSITY - PAKISTAN, 05/2013

D.COM: ACCOUNT
PBTE LAHORE - PAKISTAN,JAMPUR, 03/2012

MATRIC: GENERAL SCIENCE
MATRIC - PAKISTAN,JAMPUR, 08/2009

CERTIFICATIONS

SEARCH ENGINE OPTIMIZATION
2V5CVYRPQ

REFERENCES

References available upon request