

# Nawaz Afridi

HR Admin / Document Controller



## PROFILE SUMMARY:

Enthusiastic about leveraging extensive experience in HR, Customer service and office management to drive customer satisfaction and efficiency. With a proven record of reducing wait times, improving security, and enhancing communication, passionate about delivering exceptional support and seamless visitor experiences. Eager to contribute to initiatives that align with a dedication to innovative customer solutions. Excited to bring a detail-oriented approach and passion for improvement to the next opportunity.

## NOTABLE ACROSS THE CAREER

**Company:** MRA REAL ESTATE LLC      **Dubai:** Since May 2023- Aug 2024

**Designation:** HR / ADMIN

- © Hiring & Firing
- © Manage Tenant Contracts
- © Sites Visits
- © Calls & Emails to Tenants
- © Manage a Team of 12 Persons include Blue Coat & Driver
- © Making Duty Roster for Employees & payroll
- © Employees Visa & Document record keeping

**Company:** MRA GRAND HOTEL LLC      **Dubai:** Since Dec 2021-Apr 2023

**Designation:** ADMIN/DOCUMENT CONTROLLER

- © Making Check-in /Out on Time
- © Making Departure & Guest Pending Performa
- © Making advance Reservation for Guest & Answering calls
- © Co-ordinate with third party e.g. Booking.com, Make My Trip & Agoda
- © Ensure the safe use of System Software (Win cloud) & Red-Berry
- © Day to day Revenue report/ Monthly Profit & loss report
- © Keep data in Excel Sheet for Audit
- © Monthly Statistic report for DTCM, Municipality, Vat & TD reports

**Company:** BURJ KHALIFA EMMAR      **Dubai:** Since Sep 2021-Dec 2021

**Designation:** Customer Service Representative Part Time

- © Welcome to Guests
- © Making of Queue in rash hour
- © Well Maintained and prepared Reception
- © Teamwork and learning from seniors

**Company:** SHANI CAFÉ

**Dubai:** Since Dec 2020-Sep 2021

**Designation:** CLARK/CASHER

- © Tele daily sales receipt with cash & card
- © Manage sales report of other casher
- © Count and Submit Counter Cash before and after submission in Bank
- © Helping in Software learning to new employees

## EDUCATION:

BACHLAOUR IN COMPUTER SCIENCE from University of Sargodha  
DIPLOMA IN EDUCATION LEARNING & MANAGEMENT from AFAQ  
DIPLOMA IN ADVANCE COMPUTER COURSE from Prince Sulman Institute

Age: 29 Year & 7 Months

Nationality: Pakistan

Address: Hor Al Anz, East, Dubai

Email:Nawaz.fuuast123@gmail.cm

Mob: +971 56 801 9262

**Visa Status: Own Freelance/NOC**

**UAE DRIVING LICENSE: 3#AUTO**

**Targeted Locations:** GCC

## Languages:

- Pashto (Native)
- English Fluent
- Urdu Fluent
- Punjabi Fluent
- Hindi Fluent
- Arabic Basic

## Skills & Competence

- Relationship Building
- Project Management
- Team Leader
- Event Planning
- Document Management
- Cross-Functional Communication
- Conflict Resolution
- Microsoft Office 365
- Coral Draw X3 Graphic Suit
- Records Maintenance
- HTML / CS
- Record Keeping
- Networking
- Project coordination
- Time management
- CRM
- Excel Professional
- Visual Studio code

## Awards & Certifications:

- Most Punctual Employ of the Month  
3 Times in MRA Group of Company
- Fair & Loyal Employ of the Year  
MRA Real Estate