



MANSOOR AHMED

OPERATIONS & ADMINISTRATION EXPERT

PERSONAL INFO

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DOB: 01.04.1992

Nationality: Pakistani

Visa Status: Employment Visa

Driving License: Applied

Abu Shakra Restaurant Building, Al
Maktoum road, Dubai, UAE

EDUCATION

BACHELOR OF SCIENCE IN TELECOMMUNICATION ENGINEERING

- Sir Syed University of
Engineering and Technology
2018

HIGHER SECONDARY SCHOOL HSC

- Agha Badruddin Khan Durani
2010

SECONDARY SCHOOL CERTIFICATE SSC

- Qazi Habib Ullah High School
2008

ABOUT ME

Accomplished professional with 16 years of experience, including 13 years in Administration and Management and 3 years in IT Engineering. Demonstrated expertise in leading teams, optimizing processes, and driving organizational success through strategic planning and effective operations management. Strong technical background with a focus on network and system administration, cybersecurity, and IT project management. Adept at balancing technical proficiency with leadership skills, delivering results in dynamic and challenging environments. Seeking to leverage my diverse skill set in a role that values both management acumen and technical expertise.

EXPERIENCE



OFFICE MANAGER. MAS GYM, DUBAI, UAE.

25 Feb 2024 to Present

- Manage the day-to-day operations of the gym, ensuring a clean, safe, and welcoming environment for all members and staff.
- Recruit, train, schedule, and supervise gym staff, including personal trainers, front desk personnel, and maintenance staff.
- Handle customer inquiries, complaints, and feedback, ensuring high levels of member satisfaction and retention.
- Develop and implement strategies to increase membership sales, including promotional events, outreach, and community partnerships.
- Monitor and manage the gym's budget, including payroll, expenses, and revenue, ensuring profitability and cost-effectiveness.
- Ensure gym equipment is properly maintained, repaired, and replaced as needed, and manage inventory of supplies.

LANGUAGES

- Sindhi Native
- Urdu Native
- Punjabi B2
- English C1
- German A1

EXPERTISE

- Leadership
- Management Skills
- Project Management
- Negotiation
- Critical Thinking
- Organizational Skills
- Communication Skills
- Working Under Pressure
- Computer Network Management
- Hardware Implementation
- Software Implementation
- IT Infrastructure Troubleshooting
- Network Monitoring



OFFICE ADMINISTRATOR.

DIAMOND ENTERPRISE, SHIKARPUR, PAKISTAN.

1 December 2019 to 15 Feb, 2024

- Oversee the day-to-day operations of the office, ensuring smooth functioning and a productive work environment.
- Provide comprehensive administrative support to executives and staff, including scheduling meetings, managing calendars, and preparing documents.
- Greet visitors, answer phone calls, and manage correspondence, ensuring professional and efficient communication.
- Maintain organized and up-to-date filing systems for documents, records, and office supplies, ensuring easy retrieval and compliance with company policies.
- Manage office supplies inventory, including ordering, stocking, and maintaining supplies, while staying within budget.
- Plan and coordinate company events, meetings, and training sessions, handling logistics and ensuring successful execution.



IT ENGINEER AND SURVEILLANCE OPERATOR.

SPOTCOMM, KARACHI, PAKISTAN.

1 Oct 2017 to 17 Oct, 2019

- Design, implement, and manage secure network infrastructure, including routers, switches, firewalls, and VPNs, ensuring high availability and performance.
- Monitor, maintain, and troubleshoot servers, workstations, and other IT systems, ensuring optimal performance and minimal downtime.
- Plan and execute system upgrades, patches, and installations of new software/hardware, ensuring compatibility and minimal disruption.
- Oversee the design, implementation, and maintenance of databases, ensuring data is accurate, accessible, and secure.
- Monitor live video feeds from surveillance cameras to detect and respond to suspicious activities, security breaches, and safety hazards.
- Perform regular checks and maintenance on surveillance equipment, ensuring all cameras, monitors, and recording systems are functioning properly.
- Oversee access control systems, monitoring and logging the entry and exit of personnel and visitors, and ensuring compliance with security protocols.

CERTIFICATION

COMMUNITY BASED HEALTH & FIRST AID.

- Pakistan Red Crescent Society, Larkana, Pakistan
July 2011- July 2011

OFFICE AUTOMATION, WEB DESIGNING & DEVELOPMENT.

- Khowaja Institute of IT, Shikarpur, Pakistan
April 2011- August 2011

BUILDING ELECTRICIAN TRAINING

- Vocational & Technical Education Center, Rawalpindi, Pakistan
Jan 2010- March 2010

OFFICE ADMINISTRATOR. WSKB & COMPANY, KARACHI, PAKISTAN.

1 Oct 2013 to 25 Sept, 2017

- Manage the daily operations of the office, ensuring smooth workflow and an organized work environment.
- Maintain and organize project documentation, including contracts, permits, blueprints, and other construction-related documents, ensuring accurate filing and easy retrieval.
- Handle incoming and outgoing communications, including emails, phone calls, and postal mail, ensuring timely and professional responses.
- Manage the procurement of office supplies and construction materials, liaising with suppliers and ensuring timely delivery.
- Maintain employee records, including contracts, certifications, and timesheets, ensuring confidentiality and compliance with HR policies.
- Organize company events, meetings, and site visits, handling logistics and ensuring a professional presentation.

ADMINISTRATOR. SARTYOON VOCATIONAL & INFORMATION TECHNOLOGY CENTER, SHIKARPUR, PAKISTAN.

1 Sept 2008 to 28 Dec, 2012

- Oversee the day-to-day operations of the institute, ensuring a productive learning environment and smooth functioning of all departments.
- Oversee student admissions, registrations, and counseling services, ensuring that students receive adequate support and guidance.
- Collaborate with faculty and industry experts to develop and update technical courses, ensuring alignment with industry standards.
- Manage the institute's budget, including monitoring expenses, preparing financial reports, and ensuring efficient allocation of resources.
- Oversee the maintenance of the institute's facilities, including classrooms, laboratories, and equipment, oversee the accounting processes, including the management of donations, grants, and other revenue sources.
- Oversee the procurement and management of resources, including office supplies, equipment, and facilities, ensuring efficient and responsible use.