

FA

FIROZ AHMED

Administrative Assistant

TO

**HR Manager/ Recruitment
Department**

Dear,

I am writing to inquire if you have any vacancy in your company. I enclose my profile for your kind consideration.

As you can see, I have had extensive vacation work experience at the office of the **US Military, project to develop (Operation of the program manager Saudi National Guard)** the duty includes general administration and is mainly concerned with contracts and their legal aspects, and managed in implementation, coordination and control of projects according to standard and project requirement and documentation, inspect quality, workmanship and conformance with plan and specification. (**Saudi Arabia**)

I have been working with **Maze Overseas Recruitment company** as BDM and used to coordinate with company for their manpower requirement and I have tie up with established companies and still working as Freelancer .(<http://www.mazeoverseas.com/contact-us.php>) (**United Arab Emirates**)

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. If you have any questions, I can be reached on either my mobile (+919891065684) or by Email (rkzaidoo@gmail.com).

In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV in file for any future possibilities.

THANKS FOR CONSIDERING MY APPLICATION.

**Yours sincerely,
Firoz Ahmed
+919891065684**



FIROZ AHMED

Administrative Assistant



WORK EXPERIENCE

- Present
2017

Business Development Executive
Maze Overseas Recruitment ♥ DUBAI
Functional Area (Role):
Business Developer / Marketing Manager / Managing Department/ HR]
Industry:
Recruitment Agency
- 2016 - 2017

Administrative Assistant
I.S Enterprises ♥ INDIA
Functional Area (Role):
Administration Assist/ HR Executive / Payroll Assistant
Industry:
Govt. Approved Contractors
- 2013 - 2015

Administrative Assistant
Arabian Services Company ♥ SAUDI ARABIA
Functional Area (Role):
PM secretary / Administration Assist. / Sr Manager - Administration
Industry:
Ministry of Defense (Facility Management)
- 2010 - 2013

Administrative Assistant
Lucky Enterprises ♥ INDIA
Functional Area (Role):
Administration Assist/ Fashion Designer/ Supervisor
Industry:
Govt. Approved Embroidery Factory



WHY ME?

Gulf experience Admin Assistant with almost 7 Years' experience included home country. handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the assistant to the registrar and admissions offices. Coordinated travel arrangements, maintained database and ensured the delivery of premium service. Quickly became a trusted assistant known for "Can-do" attitude, flexibility and high-quality work.



SKILLS

- ✓ COMMUNICATION
- ✓ ORGANIZATION
- ✓ TEAM PLAYER
- ✓ CREATIVITY
- ✓ SOCIAL
- ✓ LEADERSHIP
- ✓ DEDICATION
- ✓ PROJECT MANAGEMENT
- ✓ SPREAD SHEET REPORTS
- ✓ RECORD MANAGEMENT
- ✓ DATABASE



EDUCATION

- 2015 - 2018

Bachelor of Business Administration
Jaipur International University ♥ NEW DELHI
Professionalism and management skills and advanced knowledge of Management. The program is specially geared to instill management ethos among the students, so that they are professionally ready to compete in the global business world.



LANGUAGES

- Hindi ●●●●●
- Arabic ●●●●●
- English ●●●●●
- Urdu ●●●●●
- Punjabi ●●●●●

CONTACTS



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