

# Ahmed, Firoz Aftab



## PERMANENT ADDRESS

- Okhla ,Jamia Nager ,New Delhi (INDIA)
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## PERSENT ADDRESS

- Bur Dubai
- F16 Near Habib Bank, UAE
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## OBJECTIVE

Seeking a career oriented position with multinational or professionally managed organization, where my education and experience is best utilized for dedicated corporate development. A position where talent, sense, responsibility commitment output of work required along with personal and professional growth is commensurate with achievements.

## SUMMARY OF QUALIFICATIONS

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 to students. Quickly became a trusted assistant known for "Can-do" attitude, flexibility and high-quality work.

### *Key Skills Office Skills:*

*Office Management  
Records Management  
Database  
Administration*

*Spreadsheets/Reports  
Event Management  
Calendaring*

*Front-Desk  
Reception  
Executive Support  
Travel Coordination*

### *Computer Skills:*

*MS Word  
MS Excel  
MS PowerPoint  
Auto Cad*

*MS Outlook  
MS Access  
MS Project  
Fashion Designing EX*

*MS Publisher  
FileMaker Pro  
Windows*

## WORK EXPERIENCE

### Total Experience in GULF

1. Company Name:

ARABIAN SERVICES COMPANY LTD.  
CONTRACTOR OPM-SANG

24 April 2013-  
01 Aug-2015

Industry:

RIYADH, SAUDI ARABIA  
OPERATION AND MAINTENANCE/CONSTRUCTION

Position:

Senior Admin Assistant /  
Senior Secretary /  
PA of Project Manager

### Duties/Responsibilities:

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.

- Negotiates with suppliers to draw up procurement contracts. Negotiates, administers, extends, terminates and negotiates contract.
- Attends the weekly meeting with OPM personal (Contracting specialists and Chiefs of OPM) to be discussed about complains and work status.
- Formulates and coordinates procurements.
- Evaluates/Monitors contract performance to determine necessity for amendments or extension of contracts, and compliance to contractual obligations.
- Approve or reject for deviations from contract specifications and delivery schedules.
- Arbitrates claims or complains occurring in performance of contract.
- Analyzes price proposals, financial reports, and other data determine reasonableness of prices.
- Negotiate collective bargaining agreements.
- Secure as Liaison officer to ensure fulfillments of obligations by contractors.
- Provide Legal advice to the company, and manages both internal and external legal recourses.
- Review all legal documents of the company and make sure they are properly made and drafted.
- Prepare monthly time sheet and overtime of employees for salary.
- Prepare access applications, and negotiates with US Army and Saudi National Guard security officers.
- Prepare requisition of material and monthly check for all spare parts stocks for availability and validity, and proper specification and compliance to national code and standard.

***Provide administrative and executive support within busy office. Manage executive team's calendar; plan client meetings; prepare reports, spreadsheets and presentations; manage records; and administer databases, spreadsheets that improved inventory management and reporting accuracy.***

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<b>Company :</b>	<u><b>MAZE OVERSEAS RECRUITMENT UAE, BUR DUBAI</b></u>	<b>07-April-2017- Present</b>
<b>Industry:</b>	<u><b>RECRUITMENT / MANPOWER COMPANY</b></u>	
<b>Position:</b>	<b>Business Development Executive</b>	

**Duties/Responsibilities:**

**MAZE OVERSEAS RECRUITMENT”** a professionally managed Manpower Consultancy firm based in India possessing immense experience in providing recruitment solutions across Middle East.

- Closed new business and developed negotiating strategies by coordinating prospects goals and requirements with company objectives and procedures.
- Responsible for attracting new clients and developing new relationships to support future business.

- Researched, reviewed and arranged meetings with new prospect companies and maintained a detailed weekly call log .
- Attend industry functions, events, and conferences; providing feedback and information on current market/creative trends.
- Negotiates with Company concern to draw up contracts. Negotiates, administers, extends, terminates and negotiates contract.
- Estimates/Monitors contract presentation to control requirement for changes or delay of deals, and agreement to promised requirements.
- Coordinate through correspondence with new companies for their future requirement and informed senior debarment accordingly.
- Responsible and accountable for the coordinated management of multiple related projects directed toward strategic business and other organizational objectives.
- Day-to-day send clients report to Managing Director for new Business status.

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### Total Experience in INDIA

<b>2.Company Name:</b>	<b><u>I.S ENTERPRISES LTD.</u></b> <b><u>CONTRACTOR GOVERNMENT</u></b> <b><u>APPROVED</u></b>	<b>05 Sep-2015</b> <b>30-Mar-2017</b>
<b>Industry:</b>	<b>New Delhi, India</b> <b>Operation and Maintenance</b>	
<b>Position:</b>	<b><u>Senior Admin Assistant/</u></b> <b><u>Senior Secretary</u></b>	

### Duties/Responsibilities:

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

- Greet clients and guests and decide whether they should be given right of entry to meet specific individuals
- Ensure that customers or visitors are entertained properly until they meet the appropriate person
- Handle telephone calls and relay messages to appropriate department or individual
- Oversee office's filing and record management needs
- Attend meetings, take and record minutes of meetings and distribute the same as instructed
- Arrange for payments of contractors and vendors by liaising with accounting departments
- Prepare and distribute correspondence such as memos and letters
- Schedule meetings and prepare appropriate agendas for meetings and conferences
- Arrange for executives' travel and accommodation
- Ensure that packages for board meetings are prepared and distributed in time
- Maintain inventory of office supplies and ensure that supplies are ordered on time
- Ensure that office equipment is in running smoothly and arrange for equipment repairs and maintenance

- Schedule and assign administrative projects and ensure that results are expedited
- Prepare administrative reports for senior managers
- Ensure the confidentiality of both verbal and written information
- Handle administrative issues and conflicts as per company's policies
- Assist data entry staff in performing data entry tasks by providing informational support to them
- Prepare memos, invoices, reports, and financial statements through word processing, spreadsheet, database, and presentation software such as PowerPoint
- Ensure quick response to routine inquiries
- Open, arrange, and distribute incoming mail, faxes and email
- Arrange agendas and make arrangements for committee, board, and special meetings.

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**3. Company Name:** HINSON CORPORATION **6 Month**  
A-14, OKHLA INDUSTRIAL AREA

**Industry:** **Vodafone Customer Services.**  
**Position** **Tele Caller**

**Duties/Responsibilities:**

Solicits orders for merchandise or services by telephoning customers.

- Identifies prospects by reading telephone and zip code directories and other prepared listings.
- Calls prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
- Influences customers to buy services and merchandise by following a prepared sales talk to give service and product information and price quotations.
- Completes orders by recording names, addresses, and purchases; referring orders for filling.
- Keeps equipment operational by following manufacturer's instructions and established procedures.
- Secures information by completing data base backups.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains operations by following policies and procedures; reporting needed changes.
- Contributes to team effort by accomplishing related results as needed.

**Skills and Qualification:**

***Results Driven, Persistence, Time Management, Telephone Sales, Customer Service, Selling to Customer Needs, Prospecting Skills, Motivation for Sales, Handles Rejection, Professionalism, Product Knowledge***

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**4. Company Name :** LUCKY ENTERPRISES **26 Feb 2007—Mar- 2013**  
KROL BAGH , DELHI, INDIA

**Industry:** **Embroidery Fashion Export LTD**  
**Position:** **Fashion Designer ( Computer )**

**Duties/Responsibilities:**

- Creating/visualizing an idea and producing a design by computer-aided design (Wing X Pro);
- Keeping up to date with emerging fashion trends as well as general trends relating to fabrics, colors and shapes;
- Planning and developing ranges;
- Working with others in the design team, such as buyers and forecasters, to develop products to meet a brief;
- Liaising closely with sales, buying and production teams on an ongoing basis to ensure the item suits the customer, market and price points;
- Understanding design from a technical perspective, i.e. producing patterns, toiles and technical specifications for designs;
- Sourcing, selecting and buying fabrics, trims, fastenings and embellishments;
- Adapting existing designs for mass production;
- Developing a pattern that is cut and sewn into sample garments and supervising the creation of these, including fitting, detailing and adaptations;
- Overseeing production;
- Negotiating with customers and suppliers;
- Managing marketing, finances and other business activities, if working on a self-employed basis.

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**5.Own Business :**

**INSTITUTE**  
**ENGLISH SUB AND SPEAKING COURSE**

**Part time**

**Position :**

**Teacher**

**Duties/Responsibilities:**

- Assessing and continuously monitoring student progress.
  - Planning, preparing and delivering lessons to classes.
  - Encouraging students to actively participate throughout class.
  - Using a modern and dynamic teaching approach which allows students to communicate easily using the English language.
  - Researching and devising entertaining, amusing, interesting, creative, productive lessons for students.
  - Teaching specialized English courses such as those which cater to the needs of business people and executives from all over the world.
  - Teaching small groups or on a one-to-one basis.
  - Assessing and recording pupils progress by setting and marking coursework and examinations.
  - Participating in staff meetings and extra-curricular activities.
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## EDUCATIONAL ATTAINMENT

### **Graduation Level**

Pursuing BBA From Jaipur International University  
Bachelor of Business Administration

2015–2018

### **Secondary Level**

Delhi NIOS Board , Government  
National Institute Open School

2008-2011

### **Primary Level**

Delhi CBSE Board , Government Boys S Sch Jogabai House Jamia Nagar

1997–2007

## SEMINARS/TRAININGS ATTENDED

- **Information Assurance Awareness Certificate, ( Department of Defence, United States Army)**
  - Place/Date: Eskan Village Riyadh Saudi Arabia
- **Social Networking V2.0 Virtual Training ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia
- **NSS PKI Trusted Agent Training ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia
- **Cross Domain Violation(CDV) Training ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia
- **Digital Scanning Compliance Training ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia
- **WNSF- Safe home Computing Course Certificate ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia
- **Army G3 Security Computer Training Certificate ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia
- **Thumb Drive Awareness Virtual Training ( Chief Information Officer/G6 United States Army)**
  - Place ; Eskan Village Riyadh Saudi Arabia

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**Signature**