

# MUHAMMAD AHMED



## CONTACT

**Address:**

**Abu Dhabi, UAE**

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**Valid UAE Driving License  
Holder**

- Issue Place : Abu Dhabi
- Issue Date : 09-05-2014
- Expiry Date : 08-06-2024

## EDUCATION

- 1999-2000 – Sialkot, Pakistan  
MATRIC EDUCATION
- 2001 -2002 – Sialkot, Pakistan  
ICS – BISE GUJRANWALA

## SUMMARY

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative, learning and contributing towards the success of the company.

## EXPERIENCE

**30-03-2023 to Still Going on**

**R. S Real Estate & General Maintenance LLC**

- ❖ Civil Maintenance Supervisor
- ❖ Office Administrator

**26-05-2011 to 13-03-2023**

**Technical Overseas Gen. Maint. & Air Conditioning Est  
(H. H. Sheikh Suroor Private Office)**

- ❖ Civil Maintenance Supervisor (6 Years' Experience)
- ❖ Office Administrator (6 Years' Experience)

**Experience -12 Years**

### Civil Maintenance Supervisor:

- Handling fit out works on site.
- Assigning the duties to the technical staff according to the site requirements.
- Arranging the Materials and Monitoring of sub-contractor works.
- Preparing of BOQ's.
- Preparation of site progress report on day-to-day basis.
- To keep Daily Attendance and over time record.
- Ensures that the entire system / operations are run according to the company policies and procedures
- Making quotations and preparing letters to clients and subcontractors.
- Assigning work duties to technical staff and coordinating with concerned departments.
- Planning / scheduling daily activities of technical and unskilled staff.
- Keeping track of all the work in progress throughout the day.
- Arranging for any material needed by workers on different sites.
- Making daily reports regarding status of complaints.

### Office Admin:

- Daily activity chart distribution.
- Assigning team to daily corrective and preventive tasks.
- Follows up for all daily check lists.
- Daily tasks as per **CAFM** system.
- Follow up for activities as per **KPI**'s.
- Handling of move in/move outs as per system.
- Preparation of system generated clearance.
- Follow up for inventory and stock update.
- Data Entry in the system.
- Daily, weekly and monthly reports generation.
- Toolbox talks and MOM preparations.
- Monthly client presentations and higher management reports.
- Daily progress report for Site Engineer.

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## SKILLS

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- To be an active part of team and team building.
- Ability to remain calm and professional with difficult customers.
- Excellent interpersonal skills.
- Flexible working hours.
- Ability to work with little or no supervision while meeting high-performance standards.
- Physical mobility and stamina.
- Ability to follow instructions.
- Professional and polite.

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## DIGITAL SKILLS

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- Microsoft Word
- Microsoft Excel
- Gmail
- PowerPoint
- Google Drive
- Internet user
- Cisco Certified Network Associate Routing and Switching (CCNA 1)
- CAFM Systems

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## PERSONAL DETAILS

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- Date of Birth : 17-07-1982
- Nationality : Pakistani
- Gender : Male
- Marital Status : Married

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## PASSPORT DETAILS

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- Passport No : NM1152223
- Issue Date : 14- 05- 2018
- Expiry Date : 13- 05 -2028
- Issue Place : Pakistan

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## Languages

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- Urdu
- English
- Arabic
- Hindi

**01/01/2007 – 31/12/2010 – Sialkot, Pakistan**

### **ADMINISTRATIVE OFFICER – SUPERIOR GROUP OF COLLEGES, SIALKOT**

#### **Duties:**

- Managed enquiries for admission, conferences, events, accommodation using independent
- Look after entire Admission process of students. Engaged with all sales and marketing initiatives and promotions.
- Knowledge of all venues/facilities and University policies and procedures.
- Prepare best solution for each event to suit each budget.
- Ensured that the University's reputation is maintained by assessing the suitability of all enquirers and establishing that their event objectives meet with University's ethos and values.
- Support in the strategic development by producing management reports, customer relationship.
- Management data and conversion data for senior management, external assessors' bodies.
- Answering queries via email and telephone from prospective applicants/candidates.

**01/09/2002 – 30/11/2006 – Sialkot, Pakistan**

### **ADMINISTRATIVE OFFICER – MNS SPORTS SIALKOT, PAKISTAN**

- Meeting and greeting clients and visitors to the office.
- Typing documents and distributing memos.
- Supervising the work of office juniors and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Organizing business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Raising of purchase orders and invoice tracking.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Involvement in social media implementation.
- Updating, processing and filing of all documents.

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## DECLARATION

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I hereby declare that all statements in this application are true to the best of my knowledge and belief. If given an opportunity, I assure you that I shall endeavor my best in discharging my duties to the entire satisfaction of my superiors, to the entire progress of the respected Institution.