

SYED IZHAR AHMED

ADMIN ASSISTANT / ADMIN OFFICER

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🌐 **SYED IZHAR AHMED**



CAREER OBJECTIVE

My objective is to fully utilize my skills, ability and knowledge so as to contribute towards the organization's objective at my best. Continuous improvement is the essence of my professional life. I am seeking an opportunity that enables me to achieve maximum utilization of my experience and commercial acumen earned by working with renowned organization.

PROFESSIONAL EXPERIENCE

1. GENERAL AIRCONDITIONING SERVICES.

November 2018 – “Office Assistant. Cum Computer Operator”, till to date.

Job Responsibilities:

- ✓ Telephone Operating.
- ✓ Typing Letter, Bills, Quotations, Email, and Reports etc: as required.
- ✓ Maintain Office Filing / Documentation and its Record (Physical and Computer).
- ✓ Maintain Accounts Register that (include Record of Daily office Expenses).
- ✓ Maintain Company Stocks Record (Physical and Computer).
- ✓ Salary Preparation.
- ✓ Daily Attendance Record.
- ✓ Check daily / monthly bills and expenses.
- ✓ Other tasks assigned.

2. MAB Group, MAB Fire Protection (Pvt.) Ltd. Karachi, Pakistan.

February 2018 – September 2018, “Admin Assistant”.

Job Responsibilities:

- ✓ To maintain daily attendance to ERP system of all staff MAB GROUP.
- ✓ To maintain personal files of all staff.
- ✓ To conduct New Employees Orientation & introduce all department.
- ✓ To maintain New Employees Job from with complete credential documents.
- ✓ To Enter New Employees database in ERP System.
- ✓ To prepare New Employee display card for attendance from ERP system.
- ✓ Prepare Bile/Car maintenance allowance form on Excel.
- ✓ Issuance of HOTO form and clearance certificate of Left employee.
- ✓ To deal with the branch offices for their administrative issues.
- ✓ To record and maintain incoming/outgoing of parcel / document. (courier service File).

3. Merit N Merit School & Coaching, Karachi, Pakistan.

September 2016 - November 2017, "Administration Assistant".

Job Responsibilities:

- ✓ School administrator and management.
- ✓ Computer operator.
- ✓ Floor In charge and result section in charge.
- ✓ Computer operator.

4. Tabouq Technical Works L.L.C, Dubai, U.A.E.

April 2012 - July 2016, "Admin Officer".

Job Responsibilities:

- ✓ Responsible for office administration.
- ✓ Keeping tracks of employee's attendance & leave management.
- ✓ Providing a best customer service
- ✓ Preparing proposals & quotations for the clients.
- ✓ Track of employee visa status, joining date, Medical insurance etc.
- ✓ Coordinate with Sales, Technical and Project Team.
- ✓ Responsible for Accounts in Dubai branch and reporting to the Accounts manager in HO.

5. 'ZIAUDDIN UNIVERSITY' (Department of Examination) Clifton Campus, Karachi Pakistan.

February 2007 - March 2012, "Examination Officer".

Job Responsibilities:

- ✓ Assist to Controller of Examinations regarding meetings.
- ✓ Scheduling dates for yearly academic exams.
- ✓ Sending letters to examiners for examination duties.
- ✓ Creating Memos for tentative dates, Cont. assess letter, Fee notices, Students list
- ✓ Drafting Study Guide Books and Executives letters
- ✓ Arrangement of external examiners accommodation, hotel stay and conveyance.
- ✓ Manage examination halls, setting up security, controlling set-up, correspondence etc.
- ✓ Preparing of Admit cards for students.
- ✓ Other office duties

Conducted Examinations at Ziauddin University (Clifton / KDLB / North Nazimabad) Campuses for Below Programs:

- ❖ MBBS / BDS & Pharm.D (1st Year - 5th Year)
- ❖ DPT
- ❖ BPT

- ❖ BSc / MSc.
- ❖ Nursing.
- ❖ Bio Medical Engineering.
- ❖ M.Phil.
- ❖ PhD.
- ❖ SLT.

Conducting Examination at Outside Ziauddin University

- **St. James College of Nursing.**

EDUCATIONAL BACKGROUND

Intermediate

Govt. Islamia Art & Comm College, Karachi.

Matriculation

Brilliant Career Secondary School (Science)

PERSONAL TRAITS & SKILLS

- **Communication** - Adaptable to use the right communication channels whereby communication messages to the subordinates and to the top management is properly conveyed.
- **Leadership** - ability to successfully integrate and maximize available resources within the organization.
- **Honest** - Display sincerity, integrity, and candor in all my actions.
- **Competent** - Base my actions on reason and moral principles
- **Straightforward** - Use sound judgment to make good decisions at the right time.
- **Intelligent** - Read, study, and seek challenging assignments
- **Courageous** - Have the perseverance to accomplish a goal, regardless of the seemingly insurmountable obstacles. Display a confident calmness when under stress.
- **Result Oriented** - I believe performance is more described through actions than words.

COMPETENCIES

1. Proficient in MS Office (MS Word, MS Excel, MS PowerPoint).
2. Internet surfing, task oriented searching.
3. Extensive knowledge of MS Windows, Internet Explorer, Outlook Express.
4. Fluent Verbal and Writing Skill.
5. Excellent Organizational Skills.

PERSONAL PROFILE

Date of Birth : 11 December 1985.
Gender : Male.
Marital Status : Single.
Languages : English & Urdu.

REFERENCES

Available upon Request.