

## ❖ CURRICULUM VITAE



**Aamir Hameed Khan**

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### ❖ Career Objectives:

Looking to contribute 5 years of experience as an administrative assistant to the position of Administrative Assistant in a fast-paced office environment where my interpersonal communication, ability to plan, handle the documents, and organizational skills will prove valuable.

### ❖ WORK EXPERINCE

1. **Worked with Gulf Dialysis Technical Services as Store Admin-Ministry of Health (Feb 2020-Sept 2020) -Ras Al Khaimah\*UAE\***
  1. Maintaining and updating records.
  2. Counting materials, equipment, merchandise, or supplies in stock.
  3. Reporting discrepancies between physical counts and computer records.
  4. Developing or improving upon inventory management procedures.
  5. Stocking and distributing supplies, equipment or merchandise.
  6. Compiling balance, price and cost reports.
  7. Maintain receipts, records, and withdrawals of the stockroom
  8. Receive, unload, and shelf supplies
  9. Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
  10. Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
  11. Rotate stock and coordinate the disposal of surpluses
  12. Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
  13. Coordinate the handling of freight, the movement of equipment, and necessary minor repairs.

**2. Worked with ADNHC Compass as H.R Administrator since 12 Oct 2014- 02 Feb 2020  
(Abu Dhabi National Hotels-UAE)**

1. Preparing or updating employment records related to hiring, transferring, promoting, and terminating
2. Explaining human resources policies, procedures, laws, and standards to new and existing employees
3. Ensuring new hire paperwork is completed and processed
4. Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
5. Addressing any employment relations issues, such as work complaints and harassment allegations
6. Processing all personnel action forms and ensuring proper approval
7. Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
8. Plan and coordinate all aspects of catering, including meeting with clients, service activities, sanitation, and fiscal responsibilities.
9. Work with management and staff to ensure cost effective pricing and generate positive revenue from events.
10. Supervise staff during all aspects of catered events to ensure high quality service standards and presentations are met.
11. Meet with clients to coordinate event-specific details and special requests and develop plan to fulfill or exceed client's expectations.
12. Use information on function sheets to coordinate food and beverage services for scheduled events.
13. Provide and communicate a layout/ diagram of catering events, including details of table service.
14. Maintain high sanitation and safety standards in all catering storage rooms and other catering areas.
15. Control all labor schedules in accordance with budgeted costs.
16. Acquire and maintain knowledge of current food and catering trends.
17. Maintain proper stock level of all catering equipment
18. Assist with hiring, training, evaluating, and supervising of all catering staff, including completing staff schedules and providing information about catering events to staff.
19. Related duties as assigned.

## ❖ EDUCATIONAL QUALIFICATIONS

1. Graduate from Rajiv Gandhi Institute of management & technology **Bachelor in Business Administration (T.Y.BBA) University of Mumbai (GPA-6.5)**
2. Higher Secondary Curriculum St.Mary's College of Arts, Science and Commerce –(**Commerce**) **University of Mumbai. (68%)- Maharashtra State Board.**
3. (SSC) Bosco English School. **(44.18%) Maharashtra State Board.**
4. Basic food hygiene certified (**Dubai Municipality-ADNH Compass**)
5. HACCP certified (**Dubai Municipality-ADNH Compass**)
6. CEH (V9)-Certified Ethical Hacker Training,Level-03 (**EC-COUNCIL-BOARD OF MAHARASHTRA-IND**)
7. MS-CIT from Career InfoTech. (A+)
8. Hardware and Networking from Fr.Agnel Technical Collage (**POLYTECHNIC**). (79%)

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## ❖ **OTHER INTERESTS**

- Actively involved in sports especially swimming and cycling.
- Exploring new places/ travelling, cooking and web savvy.

**Aamir Hameed Khan.**

**Date:**

