



## SHAFEEQUE AHMAD

Dynamic and results-driven Admin/HR & Sales Executive with over 10 years of experience in Office Administration, HR management, Sales Coordination, and Procurement. Proven ability to streamline operations, improve processes, and deliver solutions in fast-paced environments. Adept in Project coordination, Employee relations, Invoicing, and Vendor management. Aiming to leverage my expertise in a challenging role to contribute to organizational success and growth.

### CONTACT:

- Duabi, UAE
- +971542943315
- asadf.264@gmail.com

### SKILLS:

#### Office Administration:

Efficient Office Management, Documentation Control, Clerical support.

**Sales Coordination:** Proposal Drafting, Client communication, Project execution, Sales support. Customer relationship management systems.

**HR Management:** Employee relations, Payroll processing, Leave management & Benefits administration. Database management.

#### Financial Operations:

Invoicing, Accounts reconciliation & Financial reporting. Cash Flow analysis

**Procurement:** Vendor management, LPO/WO handling, Contract negotiation & Bidding.

**Technical Proficiency:** MS Office Suite, Pact Account Solution, Networking & Hardware.

### LANGUAGES:

<b>English:</b>	C2
	Proficient
<b>Urdu:</b>	B2
	Upper Intermediate
<b>Arabic:</b>	B1
	Intermediate
<b>Hindi:</b>	C1

### EXPERIENCE:

#### Admin/Sales Executive

##### Ternas Trading & Contracting Co. Doha, Qatar

- 05/2019 - 09/2024
- Drafting/Negotiating & finalizing proposals to corresponding RFPs received from the client and agreement with Technical/Management Team on the feature of the Project. In addition, continue follow up from the approval of the proposals until the final execution of the project with the Client and within Ternas Management Team.
- Prepare/raised and follow up all receivable Invoices as per the terms and condition with Client, and make sure the Derivable on time on the base of mutual agreement with Client. And have all related Derivable documents approved and signed on behalf of the project completion.
- Handling fund/ Salary transfer, adding beneficiary details into bank record and reconciliation of outstanding with service provider/ manpower supplier.
- Coordinated with internal teams, including product development and customer service, to meet client needs effectively.
- Raise and follow up the Confirmatory orders LPO/WO for sub part of the Procurement like Equipment, Material & Manpower as project required.
- Managed daily office operations, coordinating appointments and organize meetings to enhance operational efficiency.
- Supported Executive Directors to expertly handle business and finance operations.
- Handled daily office activities, including data entry and database auditing, maintaining smooth operations.
- Identified scheduling conflicts and provided regular scheduling updates to team during weekly team meetings.
- Liaised with external agencies and suppliers, maintaining strong working relationships.
- Handled customer inquiries and complaints with professionalism, improving customer satisfaction.
- Filing and bookkeeping of all documents according to the established procedures along with ensuring the accuracy of the organization's databases.
- Handling/signing a non-disclosure agreement pre-submittal with the client before receiving the Request for proposal and arranging all necessary documents for the bidding of the project.
- Supported inventory tracking of rented items for reporting.
- Familiar with all aspects of sales and admin system etc.

#### Administrator cum Assistant Accountant

##### QDRJ Models Co. (Joint Venture of Qatari Diar Government Co.) Doha, Qatar

- 07/2013 - 04/2019
- Preparing & finalizing proposals to corresponding RFP's received from the client and agreement with Technical Team on the feature of the Project. In addition, continue follow up from the approval of the proposals until the final execution of the project with the Client and within QDRJ Model's Fabrication & 3D Animation/rendering Team.
- Assure Client that job is being done according to the RFP and Scope of work, by arranging timely visiting of the Client, Emailing and Phoning conversation while production.
- Prepare/raised all Payments Invoices as per the terms and condition, and make sure the Derivable on time on the base of mutual agreement with Client. And have all related Derivable documents approved and signed on behalf of the production completion.

---

**DRIVING LICENSE:**

- Valid Qatar and **UAE** Light Motor Vehicle Driving License.

---

**EDUCATION:**

- 2008
- Master of Arts (Social Science)
- UP Board of Madarsa Education - Lucknow India
- 2006
- Bachelor of Arts
- Shobhit University - Meerut India
- 2007
- NVQ Level 4 Computer Management
- JCHNP - Delhi

---

**VISA STATUS:**

- Visit Visa

10/2009 - 04/2013

- Supported managers with proactive, efficient clerical support to maintain smooth-running operations.
- Implemented a new electronic filing system, significantly improving document retrieval times and office organization.
- Liaised with customers, addressed inquiry, handled meeting requests and answered billing questions to provide outstanding customer care.
- Monitored and controlled office inventory, ensuring adequate supply levels, timely product ordering and efficient management of company resources.
- Updated company policies and procedures manuals, ensuring all documentation was current and compliant with legal standards.
- Process Accounts Payable/Receivable and conducted Reconciliations for Financial Accuracy.
- Liaised with suppliers, negotiated contracts, and oversaw office supplies inventory to maintain optimal stock levels.
- Developed and maintained effective communication channels between departments, enhancing organizational work flow.
- Supervised supply purchases, management and tracking in line with budgetary requirements.

**Office/Logistic Coordinator****Progress Way Trading & Freight Forwarding Co. Dubai, UAE**

- Preparing Quotations and all initial and Final Payment Invoices and follow it with the shipper. And look after all local Debit note and Credit note for Freight rebates and Brokerage.
- Preparing overseas Debit note and Credit note for console inceptive and Trans- Shipment payable.
- Coordination with the Local Clients, overseas Agents, Customer service and Sales person.
- Oversaw effective file management to keep office records up-to-date.
- Coordinated weekly meetings and appointments for office staff.
- Managed inventory of office supplies, negotiated with suppliers, and placed orders to maintain optimal stock levels.
- Greeted and welcomed visitors, alerting relevant staff of guest arrival.
- Coordinated fast, accurate clerical work for forms, files and general data entry.
- Ordered cost-efficient office supplies and stationery to meet operational requirements.
- Managed telephone and switchboard operations for timely call handling.
- Administered HR duties, including maintaining employee records, processing new hire paperwork, and overseeing payroll activities.

**HR Assistant****S.S. Lootah Group - Dubai, UAE**

07/2008 - 09/2009

- Coordinated new employee inductions, facilitating smooth integration into company culture and procedures.
- Reviewed and updated employee handbooks, ensuring all information is current and compliant with legislation.
- Managed employee records, ensuring confidentiality and compliance with data protection regulations.
- Handled employee inquiry regarding HR policies, benefits, and procedures, providing timely responses.
- Handled inquiries about HR policies, regulations and procedures.
- Managed accurate and accessible employee data records.
- Maintained strict confidentiality of digital and physical records.
- Compiled reports on employee turnover, absence rates, and other HR metrics for management review.
- Facilitated communication between management and staff, aiding in the resolution of workplace issues.
- Established trust and positive rapport when communicating by telephone.
- Updated and maintained personnel records covering performance evaluations, Salaries and Training.