



IJAZ AHMAD

ADMINISTRATION OFFICER

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Dubai

Education

Master of political sciences

BACHA KHAN UNIVERSITY

2020-2021

Khyber Pakhtunkhwa

Bachelor of computer science

AWKUM MARDAN

2011-2013

Khyber Pakhtunkhwa

Skills

Project Management

Public Relations

Teamwork

Time Management

Leadership

Effective Communication

Language

English

Urdu

Arabic

About me

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines. I have good understanding of hotel management practices, experience in hotel management software, good customer service drive and active listening skills.

Experience

Airport coordinator

2022 - PRESENT

Guest relations (CCL limo)

- Provide career guidance and counseling to clients
- Organize and conduct job search workshops and career fairs
- Maintain and update job database and other career resources
- Build and maintain relationships with employers and community organizations
- Analyze and interpret labor market data to assist clients with making informed career decisions
- Develop and implement individualized career plans for clients

Housing supervisor & Employee relation officer

2017 - 2019

Dusit Thani Abu Dhabi

- Creating people policies
- Dealing with complex cases, such as disciplinary grievances and appeals
- Supporting the organisation through restructures
- Ensuring engagement is maintained and managers act in a way that involves their staff
- Managing the relationship between the organisation and unions or employee bodies
- Managing consultations and negotiations
- Dealing with disputes appropriately (for example, mediation or tribunal cases)
- Ensuring managers are upskilled to deal with people in a fair and effective manner

Concierge officer

2014-2017

Dusit thani AUH

- Answer phone and email inquiries from potential guests in a timely and respectful manner
- Greet guests and visitors warmly and make them feel welcome and attended
- Offer restaurant and activity recommendations and assist guests in arranging transportation and excursions
- Ensure that guest spaces and lobby are clean and tidy at all times

Administration officer

2013

Alhidmat foundation

- Oversaw day-to-day administrative operations, including office management, record-keeping, and correspondence, ensuring smooth workflow across departments.
- Coordinated logistics for events, training sessions, and relief programs, supporting field teams and volunteers effectively.
- Maintained and updated organizational files and databases, ensuring accuracy and confidentiality of all records.
- Managed procurement and inventory of office supplies and assets, optimizing resource utilization and minimizing waste.
- Liaised with internal departments and external partners to facilitate timely communication and support project execution.

Administration officer

2012

Polio mobiliser

- Oversaw day-to-day administrative operations, including office management, record-keeping, and correspondence, ensuring smooth workflow across departments.
- Coordinated logistics for events, training sessions, and relief programs, supporting field teams and volunteers effectively.
- Maintained and updated organizational files and databases, ensuring accuracy and confidentiality of all records.
- Managed procurement and inventory of office supplies and assets, optimizing resource utilization and minimizing waste.
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