

PERSONAL INFORMATION

SAQIB SHAHID



📍 Facade Solutions, Al Ghail Industrial Area , Ras Al Khaimah, 34100, Ras Al Khaimah , UAE

☎ +971 55 933 0176

✉ saqib.quddusi@gmail.com

🗣 FB SAQIB SHAHID

Sex Male | Date of birth 05/08/1989 | Nationality Indian

ABOUT ME

I am Saqib Shahid. Belongs to India but now I am living in UAE more then 8 years. I have 11 years of experience in the business field. Facade Solutions LLC is where I work as an administration manager.

WORK EXPERIENCE

ADMINISTRATIVE MANAGER (06/07/2015 - June 2017, 2021 - CURRENT)

FACADE SOLUTIONS - Ras Al Khaimah , United Arab Emirates

Organization INDUSTRIES

- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.
- Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
- Purchasing office supplies and equipment and maintaining proper stock levels.

HR ADMIN (July 2017 – July 2021)

GALAXY METAL INDUSTRIES - Dubai

Organization INDUSTRIES

- Organize and maintain personnel records & Update internal databases
- Create regular reports and presentations on HR metrics & Answer employees queries about HR-related issues
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Arrange travel accommodations and process expense forms

DATA RECORDS SUPERVISOR (02/01/2014 – 20/06/2015)

UNICEF - New Delhi , India

Organization HUMANITARIAN AID

- Through management, oversight, review, and training, ensures data entry services are completed in an accurate, efficient, and timely manner.
- Ensures confidentiality and security of sensitive data and reports including personnel data, subscriber Personal data, and financial data.
- Serves as a liaison between data entry and other departments, assessing current and future data entry needs and ensuring proper staffing to address those needs.
- Researches, recommends, and implements new methods, procedures, policies, and services.
- Identifies needed equipment and software upgrades; requests procurement.

CUSTOMER COMPLAINTS HANDLER (01/06/2013 – 30/12/2013)

TECH MAHINDRA - New Delhi , India

Organization INDUSTRIES

- Records the details of complaints;
- Investigates complaints against company policies and procedures and regulatory guidelines;
- Where possible, directly provides complaint solutions to customers;
- Ensures complaints are handled in line with process, procedures and within regulatory timeframes.

EDUCATION AND TRAINING

Choudhary Charan Singh University - Graduation

10/08/2008 – 20/09/2011 Utter Pradesh , India

HSE Institution of Occupational Safety and Health

07/05/2023 – 28/05/2023 DUBAI , United Arab Emirates

DUTIES & RESPONSIBILITIES

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned

MOTHER TONGUE(S)

Hindi

OTHER LANGUAGE(S)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Replace with language	C1	C1	C1	C1	C1
ENGLISH, HINDI, .					
Replace with language	C1	C1	C1	C1	C1

COMMUNICATION SKILLS

- Good communication skills

ORGANISATIONAL/
MANAGERIAL SKILLS
JOB-RELATED SKILLS

- Leadership (currently responsible for a team of 100 people)
- Good command of quality control processes

OTHER SKILLS

- Basic knowledge in computer and Internet , MS Office

DRIVING LICENCE

- UAE Driving License

PERSONAL INFORMATION

Father Name Shahid Hasan
 Mother Name Mobeena
 Martial Status Single

PASSPORT INFORMATION

Passport No S8777674
 Date of Issue 11/10/2020
 Date of Expiry 10/10/2030