SAEED AHMAD (00971543808284) 

* PGD in Administration, Management and Leadership
* Bachelor of Engineering in Electronics & Communication
* Certification: More than 20 Short Training (1-6 Days) in Administration, Management, Leadership, Customer Care & Relationship, Business Acumen, Business Operations & Administration, Communication & Coordination etc
* [saeedrykhan@gmail.com](mailto:saeedrykhan@gmail.com) (Email & Skype), Home Country Cell No. 00923018776700
* Visit Visa at UAE Till 28-02-2020 (Can Join Immediately any Where)

***Career Objective:***

To Orient my Career for a suitable Position in an ambitious, Dynamic and Vibrant Organization Where I can utilize my Experiences, abilities & Skills and grow professionally With the Organization to Enhance Educational & Professional Skills in a Stable & Dynamic Workplace

***Career Summary***

* 15 Years Experience as Manager Administration & Operations (Business & Facilities) at PTCL Pakistan
* 7 Years Experience as Telecom Technician at PTCL Pakistan
* A highly Organized & Consistent Individual and a fully Committed, Capable, Result Oriented and Confident Director / Manager / Administrator who Possesses the required Vision, ability, drive and enthusiasm needed for successful Management with experience of leading high Performance Teams and of successfully increasing efficiency and Productivity whilst reducing costs and inefficiencies.

***Career History:***

***Manager Business & Facilities Administration & Operations***

**Pakistan Telecommunication Company Limited, Pakistan**

* Achieved the Prime goal & Objective of Organization to enhance Customer base, Revenue and Profit each Year
* Achieved the task to counsel, coach & train more than 200 employees to improve their will, Skill and Performance
* Achieved the task to change mindset of more than 100 employees to play their role with Professional Integrity, Team work, Loyalty to the Company and Customer Satisfaction strategy for the growth of Customer Base, Revenue & Profit of Organization
* Achieved the task of to establish and maintain Office & all Staff Discipline by managing Administrative tasks Professionally to enhance efficiencies & productivity whilst reducing deficiencies, cost and inefficiencies by following major assignments

1. Performed as Head of Business Administration & Operations at District Level
2. Supervised overall Administration, Management, Operations and all other functions of Organization by Smart & Efficient planning, directing, Coordinating and Liaising various departments for smooth Operations
3. Managed Effective Communication & Coordination within Organization and all other Stack holders
4. Managed Effective Coordination & Support in the hiring, Counseling ,Coaching & Training of Staff
5. Managed Skills Program to improve Skills, abilities, Capacity and Performance of Employees.
6. Performed role of Bridge among Employees & Management to resolve disputes on priority
7. Developed Culture of Customer Care by Effective Administrative Procedures and Technology Up gradation
8. Administered Collecting, Organizing and storing information using Computer and filling System.
9. Performed to Undertake Staff Performance reviews and identifying weak areas need to improvement
10. Lead multiple Teams having following functions with fast Track Decision Making & Problems solving strategy.

* General Administration & Management
* Business Administration & Operations Management
* Human Resource Management
* Office & Staff Discipline Management
* Accommodation & other facilities Management
* Planning & Development, Corrective & Preventive Maintenance, Rehabilitation and Upgradation of Telecom Systems and Access Network as per Business requirement
* Projects Support and Resources Management
* Cost Effective Purchase & Procurement Management
* Logistics & Transport Management
* Store & Inventory Management
* Assets & Security Management as well as Coordination of Legal Matters

***Telecom Technician,***

***Pakistan Telecommunication Company Limited, Pakistan***

1. Telecom Related Technical work at ITMC Karachi Pakistan and Assistance to Seniors in

* Office Management & Secretariat work
* Facilities & Transport Management
* Preparation of Various reports

***IT Skills***

* MS Office
* SAP, CRM & Maximo
* Internet, Email and Social Media

***Professional Membership***

* Registered Life Time Member of Pakistan Engineering Council as a Professional Engineer having Registration No. ***Electro / 5815***
* Registered Member of International Association of Engineers having Member No. **242737**

***Languages:***

English, Urdu, Saraiki, Punjabi

**References:**

Will be Provided on Demand