

Hisham Ahmed

Administrator

United Arab Emirates (UAE)

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Career Objective:

A go-getter business-oriented individual with a vision of success and swell. Being zeal for taking challenges jobs with excellent creativity, competitiveness, conceptual sound and proactive to reach my organization and career tiptop

Skill Summary:

Administrative & Office Services Professional well-respected for ability to take initiative, multi-task and manage projects. Excellent organizational, communication and customer service skills. Attentive to detail, able to quickly and effectively prioritize to meet deadlines, and an independent thinker Proficient with Microsoft Office Suite (Word, Access, Excel, PowerPoint), QuickBooks and other specialized software products. Strong accounting and mathematical computation skills.

Professional Experience:

Empire Home Furniture, Jeddah – Saudi Arabia

- February 2011 to September 2013 Working as a Storekeeper cum Accountant

Al Rayan International Poly Clinic, Jeddah – Saudi Arabia



- September 2013 to August 2020 Working as Insurance Claims & Approval departments.

myG Electronic Gadgets and Mobile Shops in Kerala - India

- January 2021 to March 2022 Working as a Assistant Store Manager Cum Cashier.

Job Responsibilities: -

- Take up All Insurance Companies Approvals
- Arranging the Staff Schedule, Monitoring the Clinic Operation and Customer Care.
- Coordinating with Insurance Companies, Making reports related to Customer request and complaints.
- Coordinating with General Manager and submitting the day-to-day operational report.
- Give guidance to the Counter and Customer Service Staff.
- HR Administrative support (Iqama, Insurance, MUQEEM. GOSI, AJEER, Passport etc...)
- Maintaining Employees Data base

Education and Qualifications

- Bachelor's Degree in commerce – Calicut University
- Plus, Two – Govt. Higher Secondary School, Kerala

IT SKILL.

- Microsoft Word, Excel, Access, PowerPoint, Internet& Email
HTML, Video Editing, Photoshop and Corel Draw
- Computer Hardware and Networking

Languages

English

Arabic

Hindi

Malayalam

Personal Details

Full Name	Hisham Ahmed
Date Of Birth	07-01-1988
Marital Status	Married
Nationality	Indian
Sex	Male
Languages known	English, Arabic, Hindi, Malayalam (Mother Tongue)
Driving License	Valid Indian Driving License in Hand
Interests	Reading, Football, Cricket,

References are Available on Request

Yours Truly,

Hisham Ahmed