

Zeeshan Ahmed

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Address: OCS Staff Accommodation, Ras Al Khaimah



Career Objective



To obtain a challenging position in any organization that offers room for personal and professional growth and an opportunity to contribute to the company by utilizing my knowledge, Experience and skills.

★ Professional Experience

Mar 2020 to till date

OCS Facilities Management Services

Site: **Sheikh Khalifah Specialty Hospital - RAK**



Position: Accommodation Supervisor (Camp boss)

- Coordinate with HR Department regarding the accommodation requirements for newly arriving associates.
- To ensure that all new associate are shown around the associate accommodation & the starter pack is been prepared for them prior to their arrival.
- To Ensure the overall maintenance and cleanliness of the associate accommodation is maintained by carrying out regular spot checks.
- To Ensure that accommodation rules are adhered to by all associates.
- To Maintain files on all apartments to include full apartment inventory, maintenance records and loss/damage reports.
- To Ensure that full housing inventories are checked prior to the departure of any associates.
- Assist in the positing / clearing of notice boards as & when required.
- Assist in the airport pick up of arriving employee and sending of departing employee.

Nov 2018 to Feb 2020

OCS Facilities Management Services

Site: **King's College Hospital London, Dubai Hills**



Position: Senior Housekeeping Supervisor – FM Healthcare

- Responsible for supervising 50 cleaning staff at the King's College Hospital London located in Dubai Hills.
- Scheduling staff, vacations, Quality Management, Public Relations, Corrective action procedure.
- In Depth Training of new employees in proper cleaning/disinfecting and infection prevention and control procedures, and departmental and organizational policies.
- Coordination of projects with another department.
- Close Working Relationship with infection prevention and control department.
- Creating/updating policies and procedures.
- Area worksheet production and maintenance throughout the district using excel.

Aug 2017 to Aug 2018

Transguard Group LLC

Site: **Employee Services Center**

Position: Human Resources Coordinator



- Ensure the smooth workflow of the various HR functionalities as to maintaining and providing the needed support to associates and supervisors/ HOD's at all times
- Deliver a quality and professional service to all employees
- Respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Produce and submit reports on general HR activity

Jul 2016 to Aug 2017

Site: TG Staff Accommodation



Position: Hospitality Coordinator

As a coordinator, my responsibilities are.

- *to send the staff for duty, Check the grooming of staff.*
- *Follow up the staff queries. Daily deployment details to Senior Supervisor/Ops Coordinator by Email*
- *Sending Daily Report log sheet Ops Coordinator, Update T&A on log sheet, send it to relate supervisor*
- *Daily Task Report to Line Manager. Contact to HR department*
- *regarding staff quires i.e. Visa Change, Ticket Status, Resignations,*

May 2016 to Jun 2017

**Site: Anantara Eastern Mangroves Hotel & Spa
Four Seasons Hotel, Abu Dhabi**



Position: Room Attendant

- *Contributed to the facility's lofty standards for guest services, overall responsibilities of cleaning and maintaining guest rooms.*
- *Vacuuming carpets and Floor Mopping, Dusting, brushing, polishing room decorations, appliances and furniture.*
- *Changed linen and made beds. Cleaned showers, tubs, sinks and bathroom items*
- *Removed used guest amenities and trash.*
- *Replenished guest amenities and supplies.*
- *Inspected rooms for safety hazards and for the operating condition of equipment and reported same to maintenance.*
- *And more work as assigned*

Feb 2015 to Apr 2016

Site: Dubai Intl. Airport – Emirates Airlines



Position: Aircraft Cleaner

- *Interior and exterior cleaning of Aircraft*
- *Galley cleaning and then seat pocket cleaning*
- *ashtray cleaning and then blanket management*
- *Sanitizing the aircraft bathrooms and restocked them when required to seat cleaning and seat pocket cleaning.*
- *Carried out security checks as required, cleaned tray tables and windows, rearranged the magazines to be presentable and replaced the ones that were missing.*
- *Ensuring high quality service is delivered and standards are met in compliance with the Health and Safety regulations as well as with company policies.*



Computer Proficiency

- *Knowledge of Windows, MS Office*
 - *Knowledge of Internet Browsing, Downloading and Email Operations.*
 - *Knowledge of Software and Hardware Installation.*
 - *MS Office: Having good skills on Excel, Outlook, Word and PowerPoint*
 - *Emailing: Managing the companies email campaigns and dealing with operation with email*
 - *ORACLE Application: Data entry on Fully skilled on scalable relational database architecture program*
 - *OASYS: Able to operate the high organized payroll summarized app box*
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Training & Courses

- ✓ Environmental Awareness
- ✓ Equality and Diversity
- ✓ Fire Safety
- ✓ First Aid Theory
- ✓ Driving Safely
- ✓ Electrical Safety
- ✓ Using Words and Voice Effectively
- ✓ Safeguarding Adults
- ✓ Food Safety Level 2
- ✓ COSHH
- ✓ Manual Handling
- ✓ Modern Slavery
- ✓ Noise Awareness
- ✓ Developing Team Trust
- ✓ Leader as Coach
- ✓ Leadership Styles and Qualities
- ✓ Hand Hygiene
- ✓ Preventing Bribery in OCS
- ✓ Coaching Skills
- ✓ Infection Control
- ✓ Unconscious Bias for Managers
- ✓ Global Health and Safety Standard
- ✓ Conducting a Performance Review
- ✓ Health & Safety in the Office
- ✓ Customer Service Essentials
- ✓ Information Security Awareness
- ✓ Display Screen Equipment
- ✓ Personal Protective Equipment
- ✓ Handling Complaints
- ✓ Risks and Responsibilities



Education

Qualification	Year Passed	Board/University
Intermediate (A-Level)	2011-13	BISE Sargodha, Pakistan
High School	2006	Govt. High School, Pakistan



Personal Skills

- *Excellence Communication*
- *Wise and Intellectual.*
- *Hardworking and Motivated.*
- *Work with Loyalty and maintain personal Integrity.*
- *Presentation; innovatively and creatively.*



Personal Details

<i>Date of Birth</i>	<i>September 16, 1991</i>
<i>Nationality</i>	<i>Pakistan</i>
<i>Religion</i>	<i>Muslim</i>
<i>Marital Status</i>	<i>Single</i>
<i>Passport No.</i>	<i>XG1156023</i>
<i>Place of Issue</i>	<i>Sargodha, Punjab, Pakistan</i>
<i>Languages</i>	<i>English, Hindi, Urdu</i>
<i>Visa Status.</i>	<i>Employment</i>

*I hope to join you and become an important part of your organization.
I assure to do my work with honesty and great enthusiasm. I am looking for a long-time partnership.*

With Best Regards
Zeeshan Ahmed