



# Sirfraz Ahamed

## Contact

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## Skills

- Ability to see opportunities and to set and achieve goals.
- A very pleasant personality with a compatible nature.
- Dedicated managerial qualities.
- Confident under any circumstances.
- Core coordination capabilities.

## Professional Summary

To achieve a position that will provide an opportunity to exhibit my technical, communication, and teamwork skills for professional and organizational growth which provides me security and professional growth, I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

## Work Experience

03/2017 - Present

### Havelock One, Asker - Kingdom of Bahrain

Administration Officer Projects

- Admin role & responsibilities.
- Assistance in tendering.
- Document Controller for site & office.
- Prepare necessary reports required for the business.
- Basic IT Support for site or office.
- Work as an assistant to the Operations Manager.
- Worked as project coordinator & supported PM in the projects.
- Handling manpower & their distribution.
- Handling Transportation.
- Handling Store/Warehouse.

A detailed job role can be discussed while interviewing.

## Education

06/2013 - 05/2016

### Shri Dharmasthala College of Business Management – Mangalore

Bachelor's in Business Management

- Won Inter-collegiate whiz quiz competition.
- HR head in National Level College Fest.
- Marketing head in State Level College Fest.
- Participated in various Inter College fests.

04/2011 - 03/2013

### Ibn Al Hytham Islamic School – Bahrain

Senior Secondary – Commerce

## Languages

English	—	Highly proficient in speaking & writing
Hindi	—	Highly proficient in speaking & writing