

# Javed Ahmad

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Nagina Dhampur Road, Nagina, Uttar Pradesh 246762

## PROFESSIONAL SUMMARY

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PROFILE ABOUT ME Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. Maintain staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.

## SKILLS

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|---|-------------------------|--------------------------------|
| • Computer hardware                               | • Laptop maintenance    | • Windows installation         |
| • MS office                                       | • Languages - English   | • Supervisor Cum Manager       |
| • Coordination                                    | • Customer satisfaction | • Warehouse Management Systems |
| • Production, processing, and equipment operation |                         |                                |

## EXPERIENCE

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### Supervisor cum Manager

Saudi Ceramics – Riyadh, Riyadh Province | December 2015 - June 2018

- Saudi Ceramic New Sanaya, Riyadh Prepare necessary paperwork and administer all invoices on spreadsheet and maintain records of all documents Setting daily/weekly/monthly objectives and communicating them to employees Organizing workflow by assigning responsibilities and preparing schedules Overseeing and coaching employees & Store Stock Manage,
- Leadership Experience.  
Monitoring progress of the project.  
Site Management.  
Manpower and Warehouse Management Systems.  
Team Development.  
Ensuring site safety by making safety inspections Problem Solving.

### Computer Technician Team Leader

Intex Technologies (I) Ltd. – New Delhi, Delhi | January 2011 - December 2013

- Intex Computer Technology Bijnor, Uttar Pradesh Maintain computer & Laptop equipment and software to ensure secure and efficient operations Installing software or hardware maintaining and repairing equipment Troubleshooting different computer issues determining and installing appropriate security measures Configuring computer networks providing technical support on-site or via phone or email.

## EDUCATION

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### Diploma

CAREER CAMPUS INSTITUTE | Najibabad, Uttar Pradesh | January 2010

### Bachelor of Business Administration

Manav Bharti University | Sultanpur, Himachal Pradesh | December 2016

## AFFILIATIONS

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D.C.S.H Certification from Career Campus

## INTERESTS

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Singing Cricket internet EXTRA CURRICULAR ACTIVITIES Maintained an inventory of supplies and submitted request whenever required Managing People and Events Community Service

## LANGUAGES

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English Hindi Urdu Arabic

## ADDITIONAL INFORMATION

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- TRAINING & CERTIFICATIONS , Career Campus, Career Campus Branch, 2010, AWARDS & HONORS , Perfect attendance awards by Career Campus Institute training Center
- Setting daily/weekly/monthly objectives and communicating them to employees Organizing workflow by assigning responsibilities and preparing schedules Overseeing and coaching employees