

# WAQAR AHMED

+971 588497813

Dubai, UAE

[waqar7879@yahoo.com](mailto:waqar7879@yahoo.com)

[waqar39guk@gmail.com](mailto:waqar39guk@gmail.com)



## INTERNATIONAL COORDINATOR

Poised to utilize over fifteen years' extensive experience in Coordination with Logistic and Shipping Services, Administration, HR, Business Development, Customer Services, Sales, Management and as an Executive Assistant to obtain a position in International Organizations as a Coordination Officer.

### ❑ CAREER– AT A GLANCE

- Strong interpersonal talents with a passion for cultivating lasting investment from diverse communities in organizational programs. An engaging presenter and skilled written communicator.
- Highly organized with a combination of sales, customer service, and management expertise to guide project planning and implementation. Success meeting and exceeding organizational goals within team-driven and self-guided roles.
- Team-oriented, professional, eager to learn and willing to lead and collaborate with colleagues and managers to successfully achieve goals and expectations.

### ❑ PROFESSIONAL BACKGROUND

#### ❖ February 2022 – Continue with Micco Transport And Shipping Services LLC Dubai, UAE as an Accountant cum Sales and Marketing Coordinator. (freelancer)

- Manage and assist in arranging transport and food for all clients.
- Getting familiar with the details of the organization and reconciling its financial documents.
- Recruiting the administrators and devising new imaginative and constructive methods and technique of merchandising, promoting and selling the company's commodities, goods, tools and services.

#### ❖ June 2020 – February 2022 with Al-Rehman traders (Pvt.) Ltd Karachi, Pakistan as an International Business Coordinator.

- Coordinate and communicate with international clients and representatives.
- Organize and arrange Meetings with local and international delegates.
- Organize events well along with the handling of multiple tasks.
- Administer all activities for ground management and assist in hiring hotels, arranging transport and food for all clients.

#### ❖ May 2019 to May 2020 with 7NSOFT System (Pvt.) Ltd. (For mLogica Inc. IT and Services Company) Karachi. as Corporate Executive Assistant.

- Providing executive support to the Chief Executive Officer, Assists the President/CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an

active calendar of appointments; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.

- Act as the point of contact among executives, employees, clients and other external partners.
- Primary point of contact for all outside and inside clients before the interface with CEO.
- Arranging and coordinating the travel and accommodation arrangements for the CEO and executives.
- Arranging and coordinating all meetings, internally and externally, as well as teleconferences.
- Take minutes during meetings.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Schedule meetings or telephone conferences between clients and management.
- Screen and direct phone calls and distribute correspondence.
- Tracking, prioritizing and scheduling the key objectives daily.

❖ **August 2015 – May 2019 with Ravi Exchange Company (Pvt.) Ltd, Karachi as Teller/Front Desk Associate/BM**

- Controlled cash in exchange office, recorded all foreign exchange transactions, and compared records with the actual state of cash, while keeping prescribed records about the operations.
- Executed customer financial transactions regarding cash, money orders and exchange in accordance with company policies, as well as verified information through checking identifications and documents as per State Bank of Pakistan's regulations
- Capably handled demands of time and attention while maintaining a positive and approachable demeanor in variety of transactions such as collecting cash, foreign currencies exchange, and execute money transfer transactions.

❖ **Feb 2010 –December 2012 with Mirch Masala Restuarant, London, UK as a Waiter.**

- Greet customers as they arrive and show them to their tables.
- give out menus and take orders for food and drinks.
- answer questions about menu items and give advice on ingredients and take food orders to kitchen staff.

❖ **December 2012 –July 2015 with Sainsbury's Supermarket, London, UK as Customer Service Assistant**

- Provided exceptional customer services in an international retail environment by performing daily department tasks, such as stocking, inventory control/management, and transactions processing.
- Strengthened professional relationships with a wide range of customers by meeting and exceeding customer expectations and requirements within the retail store.

## ❑ **ACADEMICS & PROFESSIONAL CREDENTIALS**

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- **Masters in International Relations.** Federal Urdu University of Arts Science & Technology, 2021
- **Post Graduate Diploma in Business Management,** LBA London UK, 2011
- **Bachelor of Computer Science,** Newport University of Communication and Economics Karachi, 2006