

—○ NUHEIN AHMED ○—

ADMINISTRATION & FACILITIES PROFESSIONAL

CONTACT

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PROFILE

Innovative and organized Administration Manager seeking a position at your good company utilizing over 12 + years of experience in planning and coordinating administration functions. My expertise should help in contributing towards the growth of the company.

My experience lies in successfully overseeing performance of the admin function, managing clients. Working effectively with multicultural staff to optimize overall workplace performance and requirements while facilitating streamlined operations and improving building safety and security.

SKILLS

- EXCEPTIONAL CUSTOMER SERVICE SKILLS
- MS OFFICE
- ABILITY TO WORK WITH A TEAM, AS A TEAM
- EXPERIENCED WITH THE FUNCTIONING OF FACILITIES AND ADMINISTRATION
- CAPABILITY TO BUILD AND MAINTAIN PROFESSIONAL WORKING RELATIONSHIPS
- GOOD COMMUNICATION & NEGOTIATION SKILLS
- EXCEPTIONALLY ABLE TO WORK HARD WITH ABILITY TO

EXPERIENCE

Company: Alight Solutions

From: May 2014 – Dec 2021

Location: Cochin

Category: HRO

Designation: Administration & Facilities Manager – India, China & Malaysia

Reporting Person: VP-Delivery Centres-APJ

Company Profile:

Alight Solutions is a leading cloud-based provider of integrated digital human capital and business solutions. An U.S based company having global presence and serving for clients not only in U.S but also in various other countries. Leveraging proprietary AI and data analytics, Alight optimizes business process as a service (BPaaS) to deliver superior outcomes for employees and employers across a comprehensive portfolio of services. Alight allows employees to enrich their health, wealth and work while enabling global organizations to achieve a high-performance culture. Alight's 15,000 dedicated colleagues serve more than 30 million employees and family members.

Job Profile:

Managing Administration & Facilities of four locations (Kochi, Hyderabad, Malaysia & China).

Managing end to end functions of the clients and visitors including floor visits, accommodation, reporting, relationship building and communications planning. and conference meetings.

PERFORM MULTIPLE TASKS IN TIMELY MANNER

- THE ABILITY TO PLAN AND
PRIORITIZE

EDUCATION

Bachelors Degree in Hospitality Management

2005-2009

Diploma in Hospitality Management

2006-2009

AH&LA (EI),USA

AWARDS & RECOGNITION

- Spot award for implementing new process in Asset management at Arbitron.
- Recognition for active role in senior management visit at Arbitron.
- Awarded twice for **“EXCELLENCE”** at Alight
- Recognition for Quarterly Award for **“ONE TEAM”** at Alight.
- Awarded **“Super Hero”** (Best Performer) for the year 2015-16 at Alight.
- Awarded **“Super Hero”** (Best Performer) for the year 2017-18 at Alight.

Contribute to annual event planning, management & proposal review process.

Being as the SPOC of all international clients and senior leadership team visits.

Experienced working with multi-cultural staffs.

Initiated new hire kits and its supplies.

Managing total housekeeping services, managing stocks, report generation.

Responsible for onboarding of the new hires, orientation.

Provide proper managing and assigning methods for office places.

Familiarize with Ariba for PR, Success Factor (SAP) tools

Managed Access and biometric controls of the company.

Asset Management which includes bar coding and its report generation

Managing the inventory, purchasing and distribution of Office supplies.

Managing Front desk.

Courier Management.

Invoice processing.

Handling external and internal audits.

Manages CAPEX & OPEX budgets of the company that pertains to facilities.

Improved efficiencies and cost effectiveness of contracted services through proper selection and management of vendors including: Security, maintenance, communication, construction/renovation, Logistics and procurement.

Handling all vendor contracts, its renewal, negotiations etc.

Introduced changes in existing projects without disturbing the ongoing process, thus increasing output and reducing operating costs.

Active participation on BCP planning.

Presenting & projecting the effectiveness of Administration department in terms of the functions, achievements to the management during the monthly review meetings.

HSE site manager of global Health & Safety advisory committee of our organization.

Imparted certification training on HSE & OHAS certified by the Kerala Productivity Council, Government of Kerala.

Handled Business Transitions.

Leading company Internal & External Audits such as BSI, ISO-9001,27000, BACS and other client audits. Also planning fire mock drills, fire safety audits as per the ISO standards.

Travel & Event Management

Organizing & managing Employee & client Transportation

Procurement Management

Housekeeping services

Space Management

Managing Physical Security of the office.

Handling Finance (Admin & Facilities)

Responsibly participating towards providing massive savings to the company through strategic planning

Key player for the BCP planning & Office maintenance in lieu of Covid-19 Pandemic.

Company: ARBITRON TECHNOLOGY SERVICES

Location: Cochin, India

Category: Media-Measurement

Designation: Specialist - Facilities

Reporting Person: Facilities & IT Manager

Duration: From July 2012 till March 2014.

Company Profile:

Arbitron Inc. (NYSE: ARB) is an international media and marketing research firm serving the media—radio, television, cable and out-of-home; the mobile industry as

- Awarded “**Hero**” for Agile category for the Q4,2019 at Alight.
- Awarded “**Hero**” for Responsible category for Q3, 2021 at Alight.

PERSONAL DETAILS

Date of Birth: 10th August,1986

Languages Known: English, Malayalam, Hindi, Tamil

Marital Status: Married

Nationality: Indian

Gender: Male

Religion: Islam

Passport No: P6736150

Driving License: Under Process

Visa Status: Transferable work visa

HOBBIES

Music, Travelling, Experimenting local food delicacies

well as advertising agencies and advertisers around the world. Arbitron's businesses include: measuring network and local market radio audiences across the United States; surveying the retail, media and product patterns of U.S. consumers; providing mobile audience measurement and analytics in the United States, Europe, Asia and Australia, and developing application software used for analyzing media audience and marketing information data.

Job Profile:

Event Planning and Management.

Provide proper supervision and assigning methods for office places.

Managing the Access controls of the company.

Responsible for security, safety & administration including imparting training on fire fighting.

Acting as a key person for various projects & Vendor management.

Procurement: Getting the quote from the vendor, negotiations and finalizations.

Act as a key person for standardizing the activities of the company facility.

Spearheaded creation of new procedures for the facility.

Managed Capital Expenditures (CAPEX) & Operating Expenditures (OPEX) budgets ranging from \$ 5,000 to \$ 50,000.

Developed, implemented and managed systems such as preventive maintenances to improve efficiency.

Act as a key person for BCP planning and design.

Created new asset tracking system and have got spot award for my contribution in designing the asset management system of the company.

Implemented new seat allocation tracker.

Implemented new Access cards tracker system.

Company: Northgate Arinso

Location: Cochin, India

Category: HRO

Designation: Executive - Facilities & Administration

Reporting Person: Senior Facilities Manager

Duration: From September 2009 – May 2012

Job Profile:

Overall supervising of the admin function.

Client Management

Logistics management, maintenance, Vendor & Event Management.

Initiated orientation programs for new joiners.

Managed Access and biometric controls of the company.

Procurement & Handling Finance, MIS, and monthly reports.

Initiated in standardizing the activities of the company facility at Hyderabad, India.
