



Arjumand Arshad

MULTI-TALENTED BUSINESS PROFESSIONAL

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SKILLS

- Business communication & Interpersonal skills ●●●●●
- Advanced Excel, Data Analysis using Excel Statistics ●●●●○
- Digital Marketing ●●●●●
- MS Office suite (Outlook, Word, PowerPoint, Visio, Access) ●●●●●
- Supply Chain, Procurement strategy, planning, process and management, vendor sourcing & selection ●●●●○
- Data Analytics, Data Fluency, Data Visualization/Trend Assessment/ Data interpretation ●●●●○
- Report Development, Policy & SOPs draft and implementation ●●●●●
- Oracle (adaptable with any ERP solution) ●●●●○
- Power BI ●●●○○
- Tableau Essentials ●●●○○
- Project organization and management ●●●●●

ABOUT ME

Multi-talented Data Analyst and Business Administrative professional with over 09 years of successful experience with excellent reputation in Project planning, Reporting and analysis, Business Strategy, KPI reports and Implementation, Operation excellence, Business process mapping and administration, governance and Business transformation.

Experience in policy development and staff management procedures positively impacting overall morale and productivity.

EXPERIENCE

Immigration Counselor A2W Consultants (April – May 2022)

- Communicating with clients and understanding their immigration requirements
- Keeping up-to-date with the industry changes and any alterations to the immigration laws
- Schedule appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations
- Cold calling, generating leads and prospecting in order to persuade potential customers to purchase a product or service

Corporate Data Analyst Abu Dhabi Health Services Co. SEHA (Feb 2019 – Mar 2020 | Sep – Dec 2017)

- Focal person for Corporate team in delivery of Procurement Transformation project, resulting in +40% savings
- Developed team communications, coordination, information and presentation of several C-Suite Committee meetings, forums, workshops, training sessions
- Enable data interpretation into comprehensive and actionable insights, with attractive easy to understand data visualization
- Train end users on new reports and dashboards capabilities and ensure adoption
- Drove operational improvements including updating Division Operational Manual as per SEHA Quality, Compliance team and ADAA instructions
- Quality assurance including Supply Chain and GSEC KPIs, internal audits (ISO / ADAA/ Internal Audit), donation requests as per the guidelines received from 'UAE Office for the Coordination of Foreign Aid' and Delegation of Authority
- Draft, refine and process organizations charts, job descriptions/classifications in collaboration with HR division
- Liaise with procurement, pharmaceuticals, medical consumables, logistics, facilities, finance, BI developers teams
- Review and update division budget as per senior management requirements in coordination with Finance and HR divisions

G suite, Dropbox, Zoom



SharePoint



Peachtree Accounting



LANGUAGES

Urdu



English



Arabic



INTERESTS

Badminton

Shopping

Swimming

Surfing Internet

- Liaising with various governments authorities' regulations/requirements/ instructions {Executive Council (GSEC), Ministry of Presidential Affairs' (MOPA), Department of Health (DOH) and related.
- Draft, process and circulate Procurement DOA matrix for Corporate office and SEHA in full coordination with related management, legal and SEHA Healthcare Facilities

Corporate Administrative Assistant

Abu Dhabi Health Services Co. SEHA (July 2010 - Aug 2017)

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Provided extended administrative support to 50+ division employees using smart technology, upgrades, file and storage management (archiving as per National Archives Authority)
- Managed 6 - 8 calendars {including Chief's and 04 department leaders under same division, Committee(s) and Group accounts} for strategic communication and coordination
- Composed and proofread Support Services communication including but not limited to memos, reports, circulars, forms, presentations, policy and procedures, SOPs, notification/alerts, tenders, POs, contracts etc.) MOH and Darwish store letters (Loan request, clearance letters, narcotic permits, declaration letter etc.)
- Coordinating meetings, created various reports, insightful presentations, follow-up MAPs for divisional, committee and external meetings with C-suite
- Complete knowledge and application of Supply Chain and Procurement process in accordance with company and government's regulations, policy and procedures
- Quality assurance including Supply Chain and GSEC KPIs, internal audits (iSO / ADAA/ Internal Audit), donation requests as per the guidelines received from 'UAE Office for the Coordination of Foreign Aid' and Delegation of Authority
- Improved operations with exceptional client support including but not limited to IT issues, Facilities, General Services and maintenance related issues through Help Desk and Talabi portals
- Managed division "Code of Ethics" and "Confidentiality Form" annually as required for Audit/ Compliance purpose.
- Processing Policy and Procedures as per ADAA instructions in collaboration with senior *management*, other divisions and SEHA .

Executive Secretary

UEM Construction Sdn Bhd – Abu Dhabi (Jan – June 2010)

- Demonstrated administrative expertise in supply, purchasing, file management, storage and handling incoming and outgoing correspondence
- Operating multiline telephone systems, copiers, printers, fax machines, scanners, computers and software including MS Office Suite, Accounts related tasks.
- Handled all schedule for senior management including emails, meeting preparations, travel arrangements, mail processing, attendance, correspondence and client interface
- Liaised between clients and vendors to receive orders, direct activities, instructions
- Handled tasks related to cash disbursement and cash reconciliation

EDUCATION

Bachelors of Commerce

University of the Punjab

2006 - 2008

REFERENCES

Shall be furnished upon request

TRAININGS

Excel Fundamentals for Data Analysis (Oct – Dec 2020)

COURSERA

Macquarie University

Become a Data Analyst (current)

LinkedIn e-Learning

National Financial Literacy Program for Youth (April 2020)

POMPAK App

National Institute of Banking and Finance (NIBAF) – State Bank of Pakistan

ERSHAAD-Mandatory Training Program (April 2016)

Medical Terminology, Infection Control, Fire Training, OSHAD, Compliance and Ethics, First Aid, SEHA Strategy and Excellence, Communication with H.E.A.R.T – Customer Service, ERM and BCM (Business Continuity Management), Emergency Preparedness

CabinCrewDirect E-learn Diploma - 18 modules (Mar 2014)

Certificate – 95%

Interpersonal Communication Skill (Dec 2013)

Meirc Training & Consulting

Heart saver First Aid CPR AED (May 2013)

ASP Training Centre, SKMC

AWARDS

Certificate of Appreciation (Dec 2017)

Mr. Mohamed Hareb Al Qemzi - SEHA Group CSSO

Certificate of Appreciation (October 2015)

H.E. Dr. Matar Rashed Al Darmaki – SEHA Group CEO

For effective participation in the coordination during “Abu Dhabi Award for Excellence in Government Performance assessors visit of main submission & Excellence Drivers” (October 2015)

Certificate of Merit (HSSC-II 2005 – 2006)

H.E. Ahsan Ullah Khan

The Ambassador

Islamic Republic of Pakistan, Abu Dhabi, UAE

Certificate of Merit (HSSC-I 2004 – 2005)

H.E. Air Marshal (Retd.), HI (M) Syed Qaiser Hussain

The Ambassador/ Chairman BOGs

Islamic Republic of Pakistan, Abu Dhabi, UAE

Certificate of Merit (SSC-II 2003 – 2004)

H.E. Air Marshal (Retd.) Syed Qaiser Hussain

The Ambassador/ Chairman BOG

Islamic Republic of Pakistan, Abu Dhabi, UAE