



Ahmed Shaikh

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PROFILE

Knowledgeable and motivated professional with Excellent customer relations aptitude and great experience in major Events Accreditation Operation Coordinator.

Dedicated, good natured, with enthusiastic and collaborative attitude, I have proven skills in staff training, troubleshooting, negotiation, operations planning & management.

Passion for developing and cultivating relationships and eager to contribute to team success

SKILLS

Proactive

Strong Communication

Effective Time Management

Flexibility

Problem Solving

MS Office

Customer service skill

Attention to details

Leadership and Teamwork

WORK EXPERIENCE

ACCREDITATION OPERATIONS COORDINATOR

EXPO2020, Dubai

July 2021 - Mar 2022

- Meeting and assisting EXPO2020 clients.
- Responsible for coordinating and documenting curriculum reviews, preparation and coordination of accreditation visits and accreditation requirements for workforce.
- Responsible for management and ongoing assessment of the accreditation process with an assigned portfolio of clients.
- Processing accreditation for the organizations from application stage to approval by the EXPO 2020 Board and the subsequent annual maintenance of their accreditations.
- Liaising with applicant organizations and managing the assessment of their applications through to accreditation
- Acting as lead assessor for EXPO 2020 clients within the assigned portfolio on site.
- Preparing accurate and comprehensive reports.
- Maintaining accurate records and reporting on all client information.

ASSISTANT TIME KEEPER / ADMINISTRATOR

Qcon Engineering & Construction Company W.L.L. Qatar

Sep 2019 - Nov 2019

- Data Entry Operator
- Arranging and distributing punching card to the Staff and at the same time give them instruction.
- Calculating time and make timecard.
- Make time sheet and update it in system.
- organized invoice and issue Receipt.
- Maintain Call of report.
- Handling Settlement and Clearance Process.

MIS EXECUTIVE / ADMINISTRATOR

Pro Business Solutions

Jun 2018 - Jun 2019

- Responsible for Staff Attendance
- Responsible for Managing the Database and Keeping Data Organized Accurate.
- MIS report to be submitted to organization.

LANGUAGES

English

Urdu

Hindi

Marathi

HONORS & AWARDS

Expo2020 Employee of the
Month

REFERENCE

Ana Lemos

Expo2020 Dubai

Operations Manager

E: ana.lemos@expo2020.ae

PERSONAL DETAILS

Date of Birth

12/06/1996

Nationality

Indian

Visa Status

Resident of Dubai

Marital Status

Single

DOCUMENTS CONTROLLER

SK Provision & General Store

Feb 2016 - Mar 2018

- Data Entry Operator.
- Check for accuracy and edit files, like contracts.
- File documents in physical and digital records.
- Copy, scan and store documents.
- Retrieve files as requested by employees and clients.
- Review and update technical documents.
- Distribute project-related copies to internal teams.
- Manage the flow of documentation within the organization.
- Maintain confidentiality around sensitive information and terms of agreement.

EDUCATION HISTORY

Advance Certificate in Industrial Safety Management

Oct 2017 -Oct 2018

Government Polytechnic

Bachelor of Commerce

Jun 2014 -Dec 2017

Mumbai University

Higher Secondary Education (HSC)

Jan 2012 -Feb 2014

Rizvi College of Arts, Commerce and Science

Secondary school (SSC)

March 2012

Purushottam High School

PROFESSIONAL QUALIFICATION

Tally ERP 9.0

Certification in Computer
Application

Domestic Data Entry Operator