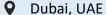
WAHEEDUDDIN SIDDIQUI

+971 52 286 3575

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waheeduddinsiddiqui@gmail.com





OBJECTIVES

Experienced professional with 6+ years of international expertise in Admin and Facilities with valid UAE driving license. Well-versed in trade license and visa renewals and getting government related approvals. A passionate for vendor and management, ensuring safety procedures, coordinating and managing interaction between client and management.

WORK EXPERIENCE *UAE*

ADMIN & FACILITIES ASSISTANT Emirates India International Exchange, Dubai, UAE

| May 2022 - Aug 2024

- Provide assistance to ensure the day-to-day smooth operation of a branches infrastructure, through administrative support, including Trade license renewal, tenancy renewals, getting approvals from government authorities (SIRA, Police).
- Procurement negotiation, contractor liaison and documentation, as well as coordination of staff and office equipment during relocation, and at times.
- Coordinating with the existing vendors for the smooth operations in the day-to-day activities like complaints on electrical system/HVAC/Fire systems and access control systems.
- Coordinating with the landlord team and technical team for any issues in properties like elevators / branch shutters / security system / sign board issues / electrical and plumbing issues if any
- Work with General Manager to report problems, solutions, and Costs associated. Provides a weekly status update on any pending project.
- Manage the upkeep of equipment and supplies.

PRO CUM ADMINISTRATOR

| Oct 2021 – Apr 2022

Orchid Corporate Service Provider, Dubai, UAE

- Prepare and Submission of correct documents for visa applications to immigration for the following: UAE employment visas, renewal / transfer of UAE visa.
- Schedule and communicate medical appointments to employees for visa processing.
- Prepare and arrange visa cancellations for terminated or resigned employees.
- Coordinating with insurance companies regarding insurance of employees and vehicles
- Renewals of Company trading license, Ejari.
- Renew, update and maintain all employees and their families' visas and documents in a timely manner to ensure that company's records are up-to-date and available upon request.
- Obtain visas from other Embassies in UAE for staff members for their business travel.
- Follow up and issuing employees Emirates Identity.
- Coordinating and managing interactions between client and management.

ADMINISTRATIVE ASSISTANT

| Feb 2019 - Aug 2021

Global Corporation Business Center, Dubai, UAE

- Making tenancy contract like Ejari
- Coordinating and managing between tenants and management reading the issues
- Ensuring all safety procedures, maintenance & regulations are followed in office.
- Keeping updated record of Tenants bills and cheques

ADMINISTRATOR

| Jan 2017 - Dec 2018

Freehands Electronics, Dubai, UAE

- Coordinating with customers and engineers regarding the issues.
- Negotiating and purchasing office inventories as per the budget
- Managing Courier deliveries, hotel bookings, transport facilities and office maintenance.

INDIA

CALL CENTER EXECUTIVE

| Feb 2014 - Dec 2016

Muster Business Solutions, India

- Generating leads by calling customers.
- Worked with management team to resolve the upcoming issues.
- Preparing and delivering pitches and presentations to potential new clients.

TEAM LEAD CUM SALES EXECUTIVE

| Nov 2008 - Feb 2014

Titan Industries, India

- Handling customers with excellent services
- Weekly and monthly stock checking under manager's supervision.
- Monthly stock verification, storage and preparation of stock report

EDUCATION

Bachelor of Commerce (B.com) Osmania University (Discontinued)

PROFESSIONAL SKILLS •

- Honest and hardworking.
- Exceptional understanding of inventory management practices
- Good analytical and logistical thinking abilities.
- Strong written and verbal communication skills.
- Exceptional collaboration and negotiation abilities.
- Excellent time management and organizational skills.
- Ability to work under pressure.

SKILLS

MS Office, Excel, Power Point Etc...

PERSONAL DETAILS

Gender : Male
Nationality : Indian
Marital Status : Single

• Language Known : English, Urdu & Hindi

Passport No : P5747029
Visa Status : Visit Visa
UAE Driving License : 4458164

DECLARATION

I hereby confirm the above information given is true and correct to the best of my knowledge.

WAHEEDUDDIN