

WAHEEDUDDIN SIDDIQUI

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Dubai, UAE



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 <u>UAE</u>	ADMIN & FACILITIES ASSISTANT Emirates India International Exchange, Dubai, UAE May 2022 – Aug 2024	<ul style="list-style-type: none">• 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 Orchid Corporate Service Provider, Dubai, UAE Oct 2021 – Apr 2022	<ul style="list-style-type: none">• 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 Global Corporation Business Center, Dubai, UAE Feb 2019 – Aug 2021	<ul style="list-style-type: none">• 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

<u>INDIA</u>	ADMINISTRATOR Jan 2017 – Dec 2018 Freehands Electronics, Dubai, UAE <ul style="list-style-type: none"> 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.
	CALL CENTER EXECUTIVE Feb 2014 – Dec 2016 Muster Business Solutions, India <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> MS Office, Excel, Power Point Etc...
PERSONAL DETAILS	<ul style="list-style-type: none"> 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. <div>WAHEEDUDDIN</div>