



# Hussain Ahmed

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## ABOUT ME

A challenging position Where my experience, accomplishments, and proficiency will allow me the opportunity to learn and grow. To prove high passion in my profession so as to successfully achieve the goals and objectives set by the organization and to work with maximum Chances to flourish well my intuitive skills and knowledge.

## EDUCATION AND TRAINING

2009 – 2011 Gujranwala, Pakistan

**MATRICULATION** Assas national school

2011 – 2014 Gujranwala, Pakistan

**DAE CIVIL TECHNOLOGY** Swedish institute of technology

## WORK EXPERIENCE

2015 – 2018 Gujranwala, Pakistan

**SITE SUPERVISOR** MAH'D ENGINEERS (PVT) LTD

- Develop and implement project plans and schedules.
- Coordinate with designers, architects, contractors, and clients.
- Oversee daily site operations to ensure work is progressing as planned.
- Ensure adherence to safety protocols and site regulations.
- Inspect work for quality and conformity to design specifications.
- Address and resolve any issues or discrepancies on-site.
- Manage and allocate resources, including materials and labor.
- Maintain inventory and order supplies as needed.
- Serve as the main point of contact between the design team and on-site workers.
- Provide regular updates to clients and stakeholders.
- Identify and troubleshoot any issues that arise during construction.
- Implement solutions to keep the project on track.
- Maintain accurate records of project progress, changes, and expenses.
- Prepare and submit regular progress reports.
- Lead and supervise the on-site team to ensure efficiency and productivity.
- Conduct performance evaluations and provide feedback.

2021 – 2022 Gujranwala, Pakistan

**ASSISTANT MANAGER** AL-SAYED PALACE

- Ensure high standards of guest satisfaction and handle guest inquiries, complaints, and feedback.
- Oversee the check-in/check-out process to ensure smooth operations.
- Assist in hiring, training, and supervising hotel staff.
- Schedule shifts and manage staff performance to ensure efficient operations.
- Oversee daily operations, including housekeeping, front desk, and maintenance.
- Ensure the hotel is clean, well-maintained, and complies with safety and health regulations.
- Assist in budgeting, forecasting, and financial reporting.
- Manage inventory and control costs to maximize profitability.

- Develop and maintain positive relationships with guests and clients.
- Address and resolve any issues to ensure a positive guest experience.
- Assist in developing and implementing sales and marketing strategies to attract new guests.
- Promote hotel services and facilities to increase revenue.
- Monitor and maintain service quality standards throughout the hotel.
- Conduct regular inspections and audits to ensure compliance with standards.
- Handle administrative tasks such as scheduling, record-keeping, and correspondence.
- Ensure compliance with company policies and procedures.

2023 – CURRENT Dubai, United Arab Emirates

**PURCHASING SUPERVISOR AL XXAAN GENERAL TRADING L.L.C**

- Identify, evaluate, and select suppliers based on price, quality, and reliability.
- Establish and maintain strong relationships with vendors and negotiate contracts.
- Develop and implement purchasing strategies in line with company goals.
- Forecast demand and plan procurement activities to ensure timely availability of products.
- Oversee the preparation and processing of purchase orders.
- Monitor order status and ensure timely delivery of goods.
- Manage inventory levels to avoid overstocking or stockouts.
- Coordinate with warehouse and logistics teams to ensure efficient inventory management.
- Analyze market trends to identify cost-saving opportunities.
- Monitor and control procurement budgets to achieve cost efficiency.
- Ensure that purchased products meet specified quality standards.
- Work with suppliers to resolve any quality issues or discrepancies.
- Ensure compliance with company policies and legal regulations.
- Maintain accurate records of purchases, contracts, and inventory.
- Lead and supervise the purchasing team, providing guidance and training as needed.
- Conduct performance evaluations and manage team workload.

**DIGITAL SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Computer Litarecy | internet navigation | Email Communicaton | digital content creation | social media mangement

**LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

|                | UNDERSTANDING |         | SPEAKING          |                    | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
|                | Listening     | Reading | Spoken production | Spoken interaction |         |
| <b>ENGLISH</b> | C1            | C1      | C1                | C1                 | C1      |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

**ENGLISH TEST SCORE**

**IELTS SCORE**

5.5

**PTE SCORE**

53