



Noman Ijaz

About Me

Well trained in dealing with administrative and operational concerns and highly effective in public interaction. Also, an exceptionally responsible, diligent, thorough and well-organized professional with proven track record of excellent performance on job profiles. Committed to achieving career excellence within the industry of my choice.

Contact



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Address
Nowshera KPK Pakistan

Education

2016
BS Mass Communication
National University of Modern
Languages Islamabad

2012
FSC Pre Engineering
Fizaia Degree College Nowshera

2010
SSC
Government Centennial Model High
School Akora Khattak

2012
Diploma In Computer Sciences
Graphics Institute of Computer Science
Akora Khattak



Language

English
Arabic
Urdu
Pashto

Experience



August 2021 - July 2023
Elite Security Services | Doha Qatar
Assistant Facility Manager

Currently working with Elite Security Services Qatar, part of Nasser Bin Nawaf Group as Assistant Facility Manager responsible for all guarding staff accommodations & transportation department.

Duties & Responsibilities :

- Responding promptly to requests for building maintenance, repairs, cleaning needs, etc. from building occupants and for the implementation of ongoing contract programs to address and resolve needs and problems.
- Developing efficient driver schedules to maximize profits.
- Managing drivers so they adhere to strict schedules.
- Registering and licensing all vehicles under their management.
- Finding ways to cut costs and maximize profits.
- Developing strategies for greater fuel efficiency.
- Maintaining detailed records of vehicle servicing and inspection
- Proactively inspecting the facility, systems, rooms, common areas, etc. and report back any findings or issues to the operation manager.

June 2019 - Dec 2020

Al Rayyan Project Management | Doha Qatar
Operation Coordinator



Worked with Al Rayyan Project Management (ARPM) as Event Operation Coordinator in different projects like Al Bidda Park / Souq Waqif Boutique Hotel Souq Waqif / Souq Al Wakrah and ensured that events are conducted in the best possible way,

Duties & Responsibilities :

- Overseeing different departments working together to achieve high performance
- Planing purchases and sales orders
- Negotiating procurement with contractors and suppliers Coordinating budget, services, equipment and commodities within company policy and procedure Creating reports for business expense, financial records and audits
- Conducting general and clerical office tasks Analyzing and coordinate the supply chain of the business Liaising with relevant corporate personnel at all levels

Dec 2016 - Dec 2018

GSS Certis International | Doha Qatar
Operation Supervisor



Operation Supervisor Worked with GSS Certis International as Operation Supervisor overseeing security operations and managing a team staff at Barwa Commercial Avenue & Al Bidda Park

Duties & Responsibilities :

- Planning and executing departmental budgets.
- Overseeing inventory needs and undertaking office management and administration.
- Coming up with effective strategies to enhance the organization's financial health.

Software Skills

Opera PMS
Peach Tree
Office Automation
Data Analytics
Programming

- Recruiting quality employees to provide high-quality customer support.
- Motivating and supervising employees.
- Evaluating the performance of your assigned employees, delivering positive and/or negative feedback, and addressing any shortcomings.
- Designing and implementing departmental policies, procedures, goals, and objectives. Evaluating and reporting on department metrics to upper management.
- Developing strategies to improve department metrics and performance. Improving the work environment and operations of your department and the organization as a whole.

Jan 2016 - Dec 2016

Qassem H. Ishbeeni & His Partner Co.
C.R. 2053020298



Qassem Hasan Ishbeeni | JIZAN KSA

Admin Assistant

Worked with Qassem Hasan Ishbeeni as an admin assistant in project Jizan Integrated Combined Cycle (JIGCC) Saudi Aramco Project.

Duties & Responsibilities :

- Prepare and monitor invoices Develop administrative staff by providing information, educational opportunities and experiential growth opportunities.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

Skills & Abilities

- Proactive in encouraging of other team members in development of new ideas and setting of objectives.
- Comprehensive Knowledge in identifying structuring and analyzing hard problems and soft ill- defined problematic solution's.
- As a team player, I provide support for others and willingly take on extra required burden, open an honest in communication, sharing information, providing feedback and supporting group ideas.
- Proficient in Microsoft Office including Excel and PowerPoint.
- Able to translate complex text into easily readable material.

Projects

- JIZAN INTEGRATED GAS COMBINED CYCLE PROJECT | SAUDI ARAMCO JIZAN - 2016
- HAMAD BIN KHALED (HBK) | LUSAIL FOOTBALL STADIUM | SUPREME COMMITTEE QATAR - 2017
- AJYAL FILM FESTIVAL | SOUQ WAQIF QATAR | AL RAYYAN PROJECT MANAGMENT (TIVOLI HOTELS) - 2019

Declarations

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

Noman Ijaz

