

Shahid Ahmed
London
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An accomplished administrator with many years' experience in office organization and management. Successfully delivered high quality service in various positions held within the government and private sectors. I am self-motivated, reliable and pay attention to details. The vast experience has equipped me to be effective in managing task, prioritizing workload in a team and on my own initiative. I am a skilled communicator and have a proven track record of relating well with people at all levels. Now seeking a position within the administrative sector where these skills will be utilized.

Work Experience

Donations Administrator Volunteering contract came to an end

CRISIS SKYLIGHT - East London

November 2018 to January 2019

- Experience in working with a Major UK Charity
- Gaining experience in the fundraising team
- Using excel to log gifts, donations
- Extensive use of Outlook Express
- Liaising with staff and informing the Manager of work through email

Administrator & support

Ofsted

September 2009 to March 2013

Various Locations in London & other areas

- Inputting raw data from questionnaire on to a spreadsheet
- Verifying the information received and the accuracy of them
- Migration of files from hardcopy to electronic filling
- Knowledge of the educational Industry
- Safeguarding Issues to be resolved and inform the Lead Inspector
- Providing technical support to the Ofsted team December 2008 to February 2009
- Filed that are scanned and documented
- HSBC getting key client info, these candidates will be verifying the information received and the accuracy of them

- Migration of files from hardcopy to electronic filling
- Contributing to ideas for ongoing improvement of services
- Knowledge of the Financial Services Industry

Requirements Administrator - Digital Media Initiative Dept
Siemens IT May 2008 to August 2008

- Analyse documents, identify requirements and link the requirement in RequisitePro to the document.
- Take output from elaboration workshops and create ClearQuest changes for each requirements change
- Change Approved Requirements in line with ClearQuest Process
- Mentor individual users in creation of their own ClearQuest Records
- Monitor ClearQuest Submitted items and escalate as required.
- Provide Holiday Cover for Requirements Manager and maintain the ReqPro Glossary.
- Provide remedial support for analysts with locked documents in ReqPro.
- Maintain the Versatile Actor Catalogue in RSM to ensure that it mirrors that held in Reqpro.
- Monitor the linking between use cases in RSM and Reqpro.
- Contributing to ideas for ongoing improvement of services and creating a structured plan of work on a weekly basis.

Project Administrator

MOTT MACDONALD GROUP

November 2007 to April 2008

- Dealing with all aspects of purchase orders (IT Equipment)
- Creating a Incoming & Outgoing Register/ Issues Log
- Extracting data from Live Link for document control/ missing files.
- Transferring of files from the clients server to Mott MacDonald's server
- Issuing documents when requested by project manager
- Contributing to ideas for ongoing improvement of services
- Setting up login & passwords for new starters.
- Project administration and support to various project teams, including document control
- Creating a structured plan of work on a weekly basis.

Project Administrator

HSBC COMMERCIAL BANK

September 2007 to November 2007

- Testing of Banking Software TBMS Test and Live System
- Good knowledge of Mercury Quality Centre & Patch updates tested daily
- Logging Faults on Quality Centre Database (QC)
- Weekly meetings with IT team and business managers to resolve Critical Defects
- Updating Manual for TBMS and liaising with staff internal and external as well as overseas
- Training new staff on how to operate and use TBMS System

- Monitor actions from project meetings to ensure accurate record of agreements are made and actioned
- Contributing to ideas for ongoing improvement of services and requesting password resetting for new staff.

Administrator

SKANSKA MCNICHOLAS

July 2007 to August 2007

Edit existing reports using Excel and extensive email management using MS Outlook

- Liaise with internal and external departments, refining and reviewing current process
- Manage inbox, open, sort and prioritise, action and forward to internal and external departments
- Produce ad hoc reports weekly using SAP, REBUS, NEXUS, MIDAS
- Dealing with purchase orders and invoices daily and Inputting timesheets for internal staff

Education

BA (Hons) in Business Administration

University of Wolverhampton

2005

HND in Business Studies

Dudley College of Technology

2002

HNC in Business Studies

Dudley College of Technology

2001