

# Shiraz Ali Ahmad

Strategic Administrative Leader | Workforce & Time Management

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Location: Saudi Arabia

## Executive Summary

A dependable and strategically focused Administrative Professional with over 7 years of experience in managing complex workforce operations and driving organizational efficiency. Known for independently overseeing high-impact projects involving large teams, streamlining processes, and enhancing operational workflows. Skilled in balancing leadership responsibilities with administrative precision, ensuring every task is completed with reliability, professionalism, and attention to detail. Trusted by teams and leadership alike as a consistent problem-solver and operational anchor.

## Core Competencies

- Workforce & Project Management
- HR Administration & Payroll Oversight
- Team Leadership & Coordination
- Operational Planning & Process Optimization
- Communication & Conflict Resolution
- Data Management & Executive Reporting
- Travel & Logistics Coordination
- Facility & Inventory Administration
- Proficient in Microsoft Excel, PowerPoint, Word

## Professional Experience

### Saudi-Icon | Red Sea Global – Saudi Arabia

Administrative Officer – Timekeeping & Operations | 2023 – Present

- Managing administrative operations for over 1,100 workers across two major projects at Shura Island.
- Overseeing workforce scheduling, attendance monitoring, and payroll processing with full accuracy.
- Coordinating staff logistics and travel planning while ensuring cost-effectiveness and smooth execution.
- Preparing data-driven reports for internal use and executive review, maintaining complete transparency.
- Supervising inventory and facility needs, supporting day-to-day operations for both sites.

### NSS | FIFA Global Sports Event – Qatar

Administrative Officer – Team Coordination | 2022 – 2023

- Supported the operations of 500+ staff during the FIFA World Cup, ensuring high-efficiency under tight deadlines.

- Managed workforce deployment and shift coordination at the Mandarin Oriental Hotel, a five-star property.
- Maintained confidentiality and professionalism while handling documentation and reporting.

#### **Aviance Industries Limited (AIL) – India** Administrative

Officer | 2017 – 2022

- Led administrative tasks including HR coordination, payroll, recruitment tracking, and staff management.
- Developed and maintained internal reporting systems to improve decision-making and performance tracking.
- Ensured smooth departmental coordination through proactive administrative support.

#### **Education**

- Bachelor of Science (Mathematics) – Magadh University
- Matriculation – Creane Memorial High School

#### **Certifications & Training**

- Certificate of Appreciation – Red Sea Global
- English Accent & Communication Development
- Social Media & Digital Management
- Project Handling & Workforce Management

#### **Languages**

- English – Professional Fluency
- Arabic – Basic Proficiency
- Hindi – Native
- Urdu – Fluent

#### **Personal Details**

- Date of Birth: 16th October 1996
- Nationality: Indian
- Gender: Male
- Father's Name: Ali Ahmad
- Passport No : W1043808
- Passport Expiry: 07/06/2032