
CURRICULUM VITAE

Name: - AHMED SULTAN MALIK
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Career Objective: -

"I'm a committed and proactive professional who is looking to secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to utilize my training fully and abilities while making a significant contribution to the success of the company."

Profile Summary: -

- A Competent professional with experience in **Office Administration, and Management**
- **Data collecting** from internal and external sources.
- Compiling data, accuracy check, and organizing data.
- Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefits
- Skills in maintaining records & writing the minutes of the meeting and corresponding with external & internal clients
- An effective communicator with excellent interpersonal, analytical & relationship management skills

Professional Experience:

Choice Care Group. (UK)

Team Leader

(Aug 2024-Present)

- Oversee daily operations and provide guidance to care workers, ensuring adherence to care plans and organizational policies.
- Monitor care delivery to maintain high standards, address any issues promptly, and ensure compliance with regulatory requirements.
- Collaborate with residents, families, and healthcare professionals to update and implement individualized care plans.
- Organize and lead team meetings, conduct training sessions, and support staff in achieving professional growth.
- Manage shift schedules, maintain accurate documentation, and handle operational logistics, including supplies and resources.

- Act as the primary point of contact during emergencies, resolving conflicts and ensuring the safety and well-being of residents and staff.

Choice Care Group. (UK)

Social Care Worker

(Nov 2023-Aug 2024)

- Managed financial records for residents, documenting expenditures and ensuring transparency.
- Assisted residents with budgeting and financial decision-making as needed.
- Conducted regular cleaning of communal areas and residents' living spaces.
- Prepared nutritious and well-balanced meals based on residents' dietary requirements.
- Provided assistance with activities of daily living, including bathing, dressing, and grooming.
- Fostered a respectful and dignified approach to personal care for residents.
- Giving Medication to residents and Monitoring any changes or concerns related to medication effects.

AERO Associates Services Ltd. (UK)

General Worker (Food Packaging, and Handling)

(May 2022-Nov 2022)

- Packaging food according to their weighing, measuring, sealing, and labeling.
- Maintaining documentation of food packaging and staff attendance.
- Maintaining cleanliness and hygiene in the food packaging.
- Handling various materials and supplies required for the packaging process.

Malik Autos-Travel & Tours

Assistant Manager

(Jan 2018 – Jan 2022)

- Purchasing of the mechanical and the electric parts of vehicles.
- Arrange and manage vehicles for tours.
- Schedule the time and adjust the roots of tour.
- Handle the pressure of demand and delivery.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Working with journals, sales and purchase ledgers and spreadsheets.
- Planning and budget control.

Ali Family Hospital

Shift Manager

(Mar 2016-Jan 2018)

- Assessing patients and gaining their trust
- Planning and delivering patients' care.
- Monitoring patients' progress.
- Taking samples, temperatures and blood pressures.
- Monitoring and administering medication.
- Writing and maintaining records.

Skills:-

- DRIVING License
- MS-Word | MS-Excel | MS-PowerPoint | Customer Service | Office Administration | Data Entry | Time Management | Strategic Planning | Detail Oriented | Attention to Detail

Education:-

Qualification	Board / University	Status
MSc Management	University of Hertfordshire, UK	Completed
MS in Supply Chain Management	Bahria University, Islamabad	Completed
BBA	National University Of Modern Languages, Islamabad, Pakistan	Completed

OTHER CERTIFICATIONS:-

SAFELINE SECURITY

6SigmaStudy

MEDICATION

ADMINISTRATION

PRESSURE ULCER

PREVENTION

INFECTION PREVENTION

& CONTROL

FOOD SAFETY

HEALTH & SAFETY

eLFY FIRST AID

Emergency First Aid At Work (Level 3)

Six Sigma Yellow Belt

Safe Storage, safe practice procedure, administration

Grading structure of wound and prevention

Identifying infection, preventing and controlling infection

LEVEL 1, LEVEL 2

Safety in workplace, Risks, Hazard, Control Measures

CPR, AED, Treatment of burn

CARE CERTIFICATE

Communication, Fluid and Nutrition, Duty of Care