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**Professional Summary**

To utilize my education, talent, leadership & organizational abilities in project management executive position with a potential growth. Seeking to develop excellence in leadership & enhance operational and communicational Skills that are vital for pursuing and enhance my capabilities in term of utilizing my management experience  
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**Experience**

Manager of Operations | 07/2023 - Current

**Hotel Victoria - Great Yarmouth, Norfolk**

Assistant Finance Officer | 01/2018 - 06/2022

**Muslim College of Commerce and Management - Peshawar, Pakistan**

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Coordinator BBA | 09/2013 - 03/2018

**Muslim college of Commerce - Peshawar, Pakistan**

* I had also been giving Lectures to Business Administration Students

**Responsibilities:**

* Preparing Students files
* Record keeping
* To take overall responsibility for programme and project management
* Making sure college's SOP over all of students, faculty members and rest staff
* Keen eye on student's activities
* Assisting with identifying and recruiting potential Mentor Lecturers
* Making sure the attendance of students.

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**Core Qualifications**

**SIA:**

Security Industry Authority Badge

(Door Supervisor)

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| **COMPUTER KNOWLEDGE:**   * Have Good command over operating systems Windows. * Have Good command over MS-Word, Excel, and PowerPoint. * General office administration   **ACCOUNTING SOFTWARE**:   * Quick Book (Project)   **AIR LINE TICKETING AND RESERVATION:**   * Have Good command over AMADEUS. * Have Good command over GALILEO.   **PROFESSIONAL SKILLS**:   * Ability to adapt challenging situations & environments. | * Excellent in interpersonal communication Skills. * Flexible and well-developed interpersonal skills. * Excellent in personal interactions with the staff and volunteers at all levels of the organization. * Specialized in making good relationships between the management & the employees. * Well presentation skills. * Understand the importance of communication, relationships, and their benefit to the business. Adaptability and usage of these methodologies. * Studied different Management books. * Negotiation skills which help talk to vendor in a way to finish with win-win situation.   **ACHIEVEMENT:**   * Visit to CHINA in Youth Delegation, in 2005 under Ministry of Youth Affairs, Govt. of Pakistan. |

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**Education**

**University of Hertfordshire - Hatfield, DNC | Master of Science**

Strategic Marketing with Global Business Development, 2023

**Cecos University - MBA**

Finance, 2017

**Agriculture University - Peshawar | BBA (Hons)**

Finance, 2012

**Muslim Educational Complex - F.Sc.**

Computer Science, 2008

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**Languages**

* English
* Urdu
* Punjabi
* Pushto