

FA

# FIROZ AHMED

## SUMMARY

Have good knowledge of security management and also have knowledge of fire safety. Hardworking and reliable and strong ability in administration. Highly organized, proactive and punctual with team-oriented mentality.

## SKILLS

- Schedule Management
- Organization and Multitasking
- Customer Service Management
- Team Collaboration
- Training and Coaching
- Staff Management

## EXPERIENCE

### ADMINISTRATIVE MANAGER, FIRE SAFETY AND SECURITY

*Indian Army Veteran | Moradabad , India | November 1997 - November 2023*

- I have served as Battalion Havildar Major in the battalion for 2 years, in which I have gained good knowledge from administration to team management and have done better work.
- Large Practical experience in management and an ability to manage teams and lead man.
- Material handling and management to include vehicles and other resources.
- Manage travel and expense reports for department team members.
- Supervised a team of administrative assistants tasked with coordinating travel arrangements, scheduling appointments, and providing customer service support.
- Worked with management team to improve workflows and eliminate unnecessary tasks.

## LANGUAGES

Hindi: C2

Proficient



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[Bold Profile](#)

## EDUCATION AND TRAINING

### Bachelor of Arts

MJPR University Bareilly UP,  
Moradabad  
August 1996