

Shiraz Ahmed, M.B.A Candidate 2015

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OVERVIEW:

I am a certified manager for the past six years and specialize in different fields of management. I currently am finishing my MBA (specializing in management) and expect to graduate in December 2015. I have also performed consulting work in the healthcare industry and in improving business processes in order to have lean process.

EDUCATION:

2013- Present Masters, Business Administration (MBA)

Merrick School of Business

3.75 GPA

2009-2013 B.S Jurisprudence/ Business Management

University of Baltimore

3.9GPA

WORKING EXPERIENCE:

2013- Present

Director:

Golden Doves Adult Medical Services:

At Golden Doves, I was in charge of the Marketing Department and I was in charge of implementing the program. I was also responsible for developing better business processes and improving the current business practices.

- Direct the activities and productivity of a department or entire organization.
- Oversee Marketing Department
- Provide training and guidance.
- Hire, terminate, and train staff.
- Create schedules.
- Worked with the Assistant Director to sustain and grow programs and service.
- Managed administrative functions
- Supported the organization's strategic alliances and partnership.
- Ensured performance goals were met and set.
- Attended and presided over meetings.
- Participated in strategic planning.
- Represented the organization to the public, key stakeholders and business partners.

- Planned and implemented the annual calendar of activities including fundraising initiatives, special events and administrative events.
- Created budgets and track expenditures.

June 2013- December 2013

Business Operations:

Allegis Group (TEKsystems)

At TEKsystems, my responsibility was to analyze different accounts and determine what credit terms should be awarded to different companies. On a regular basis, I would analyze over 100 companies in a week and award credits to the companies summing over millions of dollars. I would also analyze Accounts Receivable for different companies and evaluate how much capital is owed to the company and present it to senior management in various forms.

- Determined operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
- Designed new programs by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities and writing specifications.
- Improved systems by studying current practices and designing modifications.
- Recommended controls by identifying problems; writing improved procedures.
- Defined project requirements by identifying project milestones, phases, and elements; forming project team and establishing project budget.
- Monitored project progress by tracking activity; resolving problems; publishing progress reports and recommending actions.
- Maintained system protocols by writing and updating procedures.
- Provided references for users by writing and maintaining user documentation.
- Maintained user confidence and protects operations by keeping information confidential.
- Prepared technical reports by collecting, analyzing, and summarizing information and trends.
- Maintained professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributed to team effort by accomplishing related results as needed.

January 2013- April 2013

Legislative Aid Intern

For Delegate James Malone

As a legislative Aid, I was responsible for researching through archives for different Bills that were passed and for different Bills that were not passed. I would have to compare and contrast the Bills and use that data that was collected in order to draft new bills that can potentially be passed. Delegate Malone had also tasked me with developing a better business procedures and strategies that can be adapted by the office.

- Responsible for doing all research in regards to Legislative Bills.
- Responsible for all office work and scheduling all meetings for the Delegate.
- Representing the Delegate in official matters, meetings and events.
- Responsible for introducing Legislative Bills in Committees and finding Co-Sponsors.
- Responsible for developing and implementing different business procedures and strategies that can

better the Delegates office.

July 2010- June 2012

General Manager

Cricket Wireless:

At Cricket Wireless, I was tasked for recruiting new talent to the teams and training the new hires in order to excel their performance at Cricket Wireless. In addition, I was responsible for developing strategic plans and processes that would allow Cricket Wireless to enter the East Coast Markets.

- Increased management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions.
- Developed strategic plan with manager by studying technological and financial opportunities; presenting assumptions; recommending objectives to senior management.
- Accomplished objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress and making mid-course corrections and evaluations.
- Coordinated efforts by establishing procurement, production, marketing, field, and technical services policies and practices; coordinating actions with corporate staff.
- Built company's image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
- Maintained quality service by establishing and enforcing organization standards.
- Maintained professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributed to team effort by accomplishing related results as needed.

VOLUNTER EXPERIENCE:

September 2010- December 2011.

Intercultural Liaison

Governor Martin O Malley's Middle Eastern Affairs

- Served as a consultant for the Middle East population in efforts to guide what areas are beneficial to invest in.
- Worked for the Maryland State Governor in order to promote business to the Middle East and from the Middle East. Also responsible for creating jobs in MD through attracting more business to MD.
- Delegating work tasks and business meetings and organized forums on business leadership.

July 2010 – June

2013. President

University of Baltimore Student Government

- Represented all University of Baltimore students including undergraduate, Graduate and Law School.
- In charge of spending the student fee money that is roughly \$250,000.

- Leader of the government and the voice of the students to the administration.
- Ensured proper rules and responsibilities and to make sure everyone did their job.

August 2008- May 2009.

(Intern)

Howard County District Court

- Intern with a District Court Judge
- Responsible for clerking, managerial duties and drafting memos.

Certifications:

- CPR Certified
- First Aid Certified
- Microsoft Certified

HONORS:

- Graduated from Undergraduate with Latin Honors (Suma Cum Laude)
- Received the highest honors as a graduating senior from Undergraduate
- Recipient of the President's Award
- Recipient of Student of the Year

LANGUAGES SPOKEN:

English, Hindi, Arabic, Punjabi, Spanish (Basic)