

RESUME

HAMZATH MOOSA

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Address: United Arab Emirates (Currently on Visit Visa)

► OBJECTIVE

Seeking a career that is challenging and lets me work on the leading areas of technology, gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals

► PROFESSIONAL EXPERIENCE

1. ADMINISTRATIVE OFFICER (2018-2020)

Al Fahidi Restaurant, Bur Dubai - UAE

- Responded to customer related issues regarding supply of materials
- Develop and maintain a filing system
- Coordinating with Sales Team
- Estimate future needs for goods, kitchen utensils and cleaning products
- Manage restaurant's good image and suggest ways to improve it
- Create detailed reports on weekly, monthly and annual revenues and expenses
- Promote the brand in the local community through word-of-mouth and restaurant events
- Placed orders and corresponded with vendors to regulate products
- Performed various administrative duties

2. ADMINISTRATIVE SUPERVISOR (2017-2018)

Garden View Restaurant, Kerala - India

- Manage a team of administration professionals to achieve operational objectives.
- Provide guidance and support to administration staff to perform their duties effectively.
- Supervise the monthly billing, staff scheduling and payroll processing activities.
- Ensure that the administration team follows company standards and guidelines for operational efficiency.
- Manage the staffing and supply needs for all departments.
- Evaluate current operations to identify and implement process improvements.



► CONTACT DETAILS

Nationality: Indian (Kerala)

Gender: Male

Religion: Islam

Marital Status: Married

Date of Birth: 29th December 1992

► PROFESSIONAL SKILLS

- Microsoft Office: Word, Excel, Power point
- Internet Working Technologies

► **LANGUAGES KNOWN** English, Hindi, Arabic (read & write), Malayalam & Tamil

3. SALES EXECUTIVE (2016-2017)

Konari Enterprises, Kerala - India

- Responded to customer related issues regarding supply of materials
- Achieving monthly target and preparing sales report
- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.

▶ EDUCATION

2013 - 2016	BACHELOR OF BUSINESS ADMINISTRATION (BBA) ALAGAPPA UNIVERSITY, TAMIL NADU, INDIA
2012 – 2013	IATA CARGO (LOGISTICS) PATRIOT AVIATION INSTITUTE, INDIA
2010 - 2012	HIGHER SECONDARY EDUCATION (CBSE) T.M.V.H.S.S, KERALA, INDIA

▶ DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

HAMZATH MOOSA – 050 3145146