

# CURRICULUM VITAE

**YASIR LIAQUAT**



Present Address	Jamal Abdul Nasir Street Sharjah (UAE)
Mobile	+971561839275
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Visa status	Resident visa

## ➤ Carrier Objective

Assistant marketing with over 10 years' experience, I am looking for a carrier for a challenging rewards.

## ➤ Employment Details

**Jolly chic Warehouse** in AlQuoz, Dubai.

September 2019 till now

**Job Title :-** Supervisor

- Achieve high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- Measure and report the effectiveness of warehousing activities and employees performance
- Organize and maintain inventory and storage area
- Ensure shipments' and inventory transactions' accuracy
- Communicate job expectations and coach employees
- Determine staffing levels and assign workload
- Interface with customers to answer questions or solve problems
- Maintain items record, document necessary information and utilize reports to project warehouse status
- Identify areas of improvement and establish innovative or adjust existing work procedures and practices.

**City International Hotel Lahore, Pakistan**

**3 Years' experience**

**Job Title :-** Assistant Marketing

- Confer and coordinate activities with other departments
- Compiling and distributing financial and statistical information such as budget spreadsheets
- Analyzing questionnaires
- Writing reports, company brochures and similar documents
- Organizing and hosting presentations and customer visits
- Assisting with promotional activities
- Visiting customers/external agencies
- Helping to organize market research.

**POF Hotel Wah Cantt, Islamabad****Job Title : - Marketing Manager****3 Years' experience**

- Helps maintain excellent client relationships through superior customer service skills
- Places calls to or visits clients as needed to provide marketing materials, deliver sales pitches, or answer client questions
- Organizes and plans the production of all major marketing materials by working closely with printers, sponsors, and other involved parties
- Helps to plan promotional events hosted by the company's marketing department
- Keeps client information confidential

**Ramada Hotel, Islamabad, Pakistan****Job Title : - Assistant Operations Manager****3 Years' experience**

- Ensure SOP implementation in all departments and check the same during routine operational checks. Consultant / GRM guidance to be taken wherever required.
- Monitor the purchase / indent / requisitions of each department, the accounts receivable (collection from debtors) and the accounts payable (payable to the vendors / suppliers etc.)
- Randomly inspecting the stores (F & B / Kitchen) to check the stock in hand (quality, par stock levels, expiry etc.) with the F & B Manager & Chef.
- Dealing with Suppliers / Vendors for quality products involving Purchase Manager and providing performance assessment of vendors every quarter to HO Purchase.
- Inspecting all departments for SOP implementation.
- Inspecting all department with their respective Manager's for cleanliness, ambience, service readiness, staff grooming & hospitality culture.
- Monitor the co-ordination between all departments for smooth & efficient operations.
- Assessing and reviewing customer satisfaction and service recovery process.
- Meet all dept. heads to review & train the staff to upkeep the human capital.
- Identifying staff learning needs and assisting with development
- Providing timely and constructive feedback to all direct reports as and when required either formally or informally.
- Conduct weekly / Daily meeting with marketing people for enquiry & follow up & conversion to grow up the business.
- Monitor and maintain operation & overhead cost in order to maintain maximum revenue to the organization.
- Be on available on call 24 hours a day to resolve any urgent problems on emergencies.
- Responsible for the overall management of the operation of the hotel.
- Any other duties assigned.

## ➤ Academic Background

High School	Govt. High School – Peshawar Pakistan	Year completed : - 1999
Intermediate	Govt. degree college Lahore Pakistan	Year completed : - 2002
Graduation	University of Sindh, Jamshoro Pakistan	Year completed : - 2006
Diploma in Hotel management and Hospitality	Lahore university	Year completed : - 2008

## ➤ Professional skills

- Fully Control over MS-Office and Social Media Tools.
- I have Excellent Planning Skills.
- Good interpersonal & Communication Skills.
- Ability to adjust & work in a tough working Environment and learn quickly.

## ➤ Personal details

- Father name : Chaudhary Liaquat Ali
- Permanent address : Islamabad, Pakistan
- Date of birth : 28<sup>th</sup> September, 1983
- Language known : English, Urdu, Punjabi
- Marital status : Married
- Nationality : Pakistan
- Passport no : AA8962713
- Visa status : Resident visa

## ➤ Declaration

I do here by declare that the above information is true to best of my knowledge.

YASIR LIAQUAT