

Mohammed Faizan Faiyaz Sayyed

Contact: +974 30095835

Al Bakar building, Room No D101, 2nd Floor

Matar Kadeem, Doha Qatar.



Visa Status: Valid Qatar Resident Visa

Personal Details:

Date of Birth :21/02/1997

Marital Status: Single

Nationality: Indian

Email id: faizansayed57@gmail.com

Education:

- Secondary School Certificate (SSC)- Mumbai.2011– 2012
- Higher Secondary Certificate (HSC)- Mumbai.2013-2014

NIFE Institute:

Successfully Completed Fire and Safety management Diploma in April

2018with B+ Grade. Successfully Completed IOSH Diploma in June 2018.

Successfully Completed Nebosh Diploma in April 2023.

Skills:

Work with positive attitude to contribute the healthy functioning of the organization. Self-Confident and Great Patience. Willingness to Learn. Ability to working at same environment. Hardworking and dedicated. Can adapt to different work environment and always ready to take responsibilities.

Objectives:

Actively seeking a challenging position in your organization with all my desires to excel my further in the same field with the organization and prove to be an asset for

its effective functioning and beat employer for the achievement of organizational goals and its success. Looking for the long-term association with a people-oriented organization where individual talent, skills, honesty and hard work are acknowledged and conducive work culture is provided.

Work Experience:

1. Iconic Cleaning Solution (Abu Dhabi, UAE)

- Working in Cleaning Department as an Admin Post from 05.02.2022 to 01.01.2023
- Preparing Staff Salary Invoice
- Preparing Roster for the Staff
- Marketing of Cleaning Service via social media (WhatsApp, Facebook and Instagram), Calls and email.

2. Indian Cargo Services (Dubai, UAE)

- Worked in the logistics department from 03.12.2021 till 03.01.2022.
- Resolving queries of customer on shipment tracking
- Attending calls for quotation queries of customer

3. Tata Power (India) - 26.11.2018 till 31.05.2021

- Attend call of customers
- Log complains in CRM & SAP
- Making a survey call for customer feedback
- Sending bills through emails
- Follow up on complains
- Solving complaints of irate customers
- Handling Official Tata power WhatsApp, Twitter as well as Email.

4. Green Square (India)

Fire Marshall

• Worked as fire marshal at Phoenix Mall lower Parel from 10th Jan 2017 to 25th July 2018. Contract period of 1 Year.

Responsibilities:

- Maintains and implements the site Health, Safety & Environmental (HSE) plans.
- Job Safety Analysis for various activity.
- Conducting risk analysis and preparing safe work environment be for restart of each job.
- Conducting weekly and monthly HSE Meeting with the contractors.
- Maintenance of First aid firefighting equipment like fire extinguishers.
- Giving Awareness and accident prevention measure to secure a safe working system.
- Informing immediately to the higher management regarding any accident or incident.

Achievements & Awards:

Got rewarded from Tata power for going extra mile by giving extra time on daily basis to complete the given task and fulfil the organization desire

Language:

Can read and write & speak English, Hindi and Marathi.

Interests:

Travelling, Photography.

DECLARATION:

My above experience has made me a perfect, professional and confident to handle supervising/ Senior level responsibilities as a suitable post. I hereby declare that above-mentioned details are correct to the best of my knowledge and belief.

Thank you,

Mohammed Faizan Sayed