**CURRICULUM VITAE**

**SAYEED AHMED LABBAI**

**Career Objective**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicate people, which will help me to explore myself fully & realize my potential. Willing to work as a key player in challenging & creative environment.

Proven abilities and highly successful in meeting all profit objectives and targets. Believing that leading by an example whilst adapting to change, and a hands-on approach brings increased standards and profits. Also skilled in optimizing team potentials through the delivery of staff training solutions. Now looking for a Management appointment at a more senior level.

**Key Strengths**

Quick learning skill

Ability to work independently and as part of a team
Strong interpersonal skills to interact with suppliers, associate teams & employees
Excellent negotiations skills

Good in Microsoft office (Especially Excel) & Accounting Software (Tally)

Eager to learn new things

Ability to meet deadlines

Self-leaner

**AREAS OF EXPERTISE**

● Store ● Team Leadership ● Food / Health & Hygiene

● Maximizing Profit Margins ● Staff Training / Development ● Health & Safety

● Business Development ● Budgeting /Cost Control ● Security

● Marketing and Promotions ● Stock / Inventory Control ● Accounts and Audit

**Educational Qualification**

**Apr -2015** Anglia Ruskin University, Chelmsford, United Kingdom

 ***Master of Arts in Marketing and Innovation***

**Nov -2014** London School of Marketing, London

 ***Post Graduate Diploma in Business and Marketing Strategy***

**Feb -2014** Oxford College Of London, London

 ***Post Graduate Diploma in Assessment Management***

**Dec -2013** City & Guilds, London

 ***Certificate in ESOL International (reading,writing,listening and speaking)***

**Aug -2012** St. Agnes College, Essex, London

 ***Post Graduate in Business Management***

**Jun -2001** CSC Computer Institute, India

 ***DAST (Diploma in Advance Software Technology)***

**April-2000** University of Madras, Tamil Nadu, India

 ***Bachelor of Business Administration***

**Professional Experience**

**Sep-2011 to Dec-2015 : KPKM Limited (AJM International Ltd.,)- London**

**Company : Food & Beverage**

**Job Role : Manager**

**JOB DESCRIPTION**

Performs and directs overall store management. Directs staff to ensure that food safety, product preparation, and cleanliness standards are maintained. Maintains standards of restaurant safety and security. Recruits staff and oversees training program. Responsible for inventory and money control systems – may establish inventory schedules. Responsible for local marketing initiatives – may contact prospective customers to promote sales. Maintains business records. Exceptional customer service is a major component of this position. Responsible to profitably operate the restaurant within the practice and procedures established by Company operations. Having sole charge responsibility for the restaurant.

**Responsibilities:**

* Completes and posts the staff work schedules.
* Recruits, rewards and terminates staff as needed.
* Communicates changes of food preparations formulas, standards, company policies, etc. to staff.
* Ensures that all local and national health and food safety codes are maintained and company safety and security policy are followed.
* Maintains business records as outlined in the SUBWAY® Operations Manual. Analyzes business records to increase sales.
* Supports local and national marketing initiatives.
* Identifies and contacts prospective customers to promote sales.
* Plans special events and promotions.
* Completes online coursework on the University of SUBWAY® as directed.
* Complete daily paperwork on a daily basis (EOD, Coupon tracking, EBT reconciliation, Hours verification, Weekly Forecast, Daily verification, Anti- Compliances)
* Ensures that operations are running to Subway standards as outlined in the Operational Handbook. Enforces and follows all brand standards and company policies & procedures.
* Completes Weekly Paperwork accurately and in a timely manner.
* Leads with integrity by enforcing and following all company and Subway policies.
* Prepares and interprets financial and operational reports and schedules, analyzes data and develops solutions to ensure operating goals are achieved.
* Directs restaurant operations with responsibility for guest service, brand standards execution and employee training.
* Achieves controllable profit and flow thru goals by overseeing all controllable costs and taking the appropriate corrective action to achieve the desired result. Manages labor & food costs; this includes monitoring & verifying payroll, controlling shortages, calculating usages and pars, following proper ordering procedures, utilizing forecasting tools, etc.).
* Ensures timely implementation, training and ongoing execution of all corporate initiatives and marketing promotions.
* Develops Assistant Managers, shift leaders, and other hourly employees through corporate training programs, individual development plans and assignments; provides coaching and constructive feedback to employees as needed.
* Ensures all equipment and facilities are in compliance with Brand Standards and all government regulations and takes corrective action when required.
* Attracts, hires, on boards and retains the best hourly talent to meet staffing requirements and guest service standards.
* Proactively handles employee relations issues and deviations from Brand Standards; involves the AM and Human Resources Manager as appropriate to resolve issues.
* Develops and executes the local store marketing plan to build relationships with civic, business, school, and professional organizations to drive sales and guest counts.
* Monitors that proper security procedures are in place to protect employees, guests and company assets.
* Enforces sanitary practices for food handling, general cleanliness and maintenance of kitchen, dining areas and restrooms.
* Works to create and maintain an enjoyable and respectful environment for our guests and employees.
* Maintains compliance with all employer’s employment policies and Brand Standards to include all state, local and federal regulations. Enforces break laws, checks & verifies payroll.
* Follows management cash handling, inventory and other operational procedures as outlined by the employer.
* Maintains & implements a strong commitment to guest satisfaction.
* Completes all other tasks and duties as assigned.

**Sep-2001 to June-2011 : Florind Shoes Pvt., Ltd., India.**

 **Company: Manufacturing of Shoes & Shoe Uppers**

 **Job Role: Administrative & Planning Manager**

 Specializing in cements, mocassins and strobels, Florind Shoes has a full shoe capacity of 5,000 pairs/day. Founded in 1978, this unit has 25 years of shoe making experience under its belt using modern machinery from Italy and has a full-fledged design center with CAD/CAM facilities, an automated leather cutting machinery, and a full-fledged Satra lab and is well equipped to meet it’s customer’s requirements. Their customers include the Weyco Group, Deichman and Hush Puppies to name a few.

**Responsibilities:**

* Daily updating activity report & production status to chairman.
* Batching and production planning according to the customer request.
* Follow up with all the departments to run the production smoothly and efficiently.
* Coordinating with the customers and fulfilling their requirement.
* Maintaining the cost of finished leather goods.
* Placing raw material orders.
* Material planning and organizing upper cut components.
* To maintain records, possess internal & external co-ordination with department and others.
* Have to handle labor and their working schedule and other labor related works
* Maintain all information thru MS-Excel and WMS Software as per documents.
* Stock Checking and Inventory.
* Production planning based on the Customer requirement.
* Preparing Costing Statement in respect of Uppers.
* Recruiting floor managers and workers.
* Maintaining Payroll System.
* Maintaining all Inspector of Factory records / P.F correspondence.
* Developing, researching and implementing marketing strategies.
* Responding to comments and resolving customer complaints.
* Established Inventory control/ Stock count.
* Assists in producing daily, weekly and quarterly financial reports.
* Preparation of Monthly Stock Report By 3rd of following month
* Coordinate with various departments for proper inventory control
* Coordinate with Internal and External Auditors.
* Maintain up-to-date all stock control documents such as catalogues changes, combinations, inter stores transfer and return notes and adjustment notes to ensure that such documents are auctioned correctly, speedily and effectively.
* Assist in training junior level employees.
* Dispatches and collects department mail for internal distribution and passes urgent messages to concerned staff as and when necessary.
* Collects and prepares monthly statistics data for the department monthly reports, drafts routine letter as and when required, types all office correspondence and communications using the PC.
* Preparation of Budget Reports.
* Bank Reconciliation Statement.
* Process Invoice and other Receivables Bills.
* Reconcile of suppliers Outstanding & Payments.
* Maintain of office Records, providing accounting services to Employees.

**Personal Information**

 Name : **SAYEED AHMED LABBAI**

 Age / Gender : 36 Years / Male

 Martial Status : Married

 Religion : Islam

 Nationality : Indian

 Languages : English, Urdu, Hindi and Tamil

 Interest Activities : Sports and Travel

**Job Seeker First Name / CV No: 1828830**

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