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**PROFESSIONAL PROFILE**

Business Development Manager in Al Furun Al Qadeema Bakery (April 2015).

Monitoring suppliers’ and receivables’ payments.

Ensure high standards of hygiene are achieved in the kitchen and maintained at all times. Ensure the production of a consistently high standard of food prepared in the bakery

Supply Breads in Private Customers and Labor camps in Dubai, Muhaisnah-2 Maintaining client debt records.

Liaison among clients and company.

Expertise in establishing a smooth cash flow at the organization via timely and well negotiated debt recoveries.

Civil, Criminal & Labor Disputes Advanced Skills.

Prepared final reports regarding visa finalizing for American Embassy.

Excellent communication skills of delivering the best solutions to the management. Has given training to new employees for visa processing.

Proved efficiently on monthly basis, worked together with team to meet the given target timelines.

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**EXPERIENCE**

**BDM & Collection Officer :- Al Furun Al Qadeema Bakery (UAE) (April 2015 till Date**

Main responsibilities Staff Supervision

Ensure that the wages budget for bakery staff is not exceeded. Organize the staff rotes and holidays for the

bakery staff.

Be responsible for all bakery staff, and resolve any staff issues appropriately. Oversee the training of all new bakery staff.

Ensure the production of a consistently high standard of food prepared in the bakery. Develop new products for sale in our farm shop and farm shop restaurant.

Deliver accurate costing and labeling when developing new products.

**Collection Officer:-Al Bahar Associate & Advocates and legal consultants (U.A.E) March2013-2015 March)**

Collection for all Financial Disputes.

Providing collection awareness towards clients available in the market all over UAE.

Reporting directly to the Manager on Weekly basis.

Professional & Skilled Recovery Services towards Absconded, Criminal and Civil Cases. Exposure towards Litigation Services within UAE as per Law.

Skilled recovery through telephonic calls and physical visits to the Debtor companies.

Innovative Skills For Collection through Email correspondences with the Clients and Debtors. Advanced knowledge of CRM Software used for Clients and Debtors records.

Providing and Assessing Legal Notices, Demand Drafts, Invoices, Supporting Evidences towards the management and the client.

Updating Client Status on Daily Basis regarding the Cases.

Maintaining Day to Day pending Tasks assigned from the Manager.

Responsible for controlling all documentation related activities in a project. Support and coordinates with discipline with administration and control.

-Extensive knowledge of document control database systems.

**Visa Assistant:-American Express (American Embassy) 2010- 2012, Islamabad, Pakistan**

Identify and investigate problems specific to client’s profile and recommend remedial action.

The job involves quality checking **of** visa processing as per pre-defined Embassy’s programs. To prepare final report by giving additional information before making any decision.

Contributing in team performance and development of effective working relationship within the organization.

To achieve the required volume of work within the established deadlines/service standards. Identify and suggest changes to enhance and improve processes and increase productivity.

**Travel Counselor:- American Express 2008-2010, Islamabad, Pakistan**

To provide proper traveling guideline to customers regarding domestic and International tour.

To make sure that applicant health insurance policy adopted by recognized insurance companies. To bring new corporate clients and to provide best services to existing clients.

**Coordinator:- American Express Visa section 2006-2008, Islamabad, Pakistan**

To check and analyzed applicants documents regarding German visa process.

To identify visa categories (Non-Immigrant and Immigrant) as per demand of applicants. To collect and deliver customers documents including Passports, Visas etc.

Prepared travel insurance of approved applications along air tickets. To help out the foreign officers on immigration interpreter desk

**EDUCATION**

**B.A**: Allama Iqbal Open University- Islamabad Pakistan (2012) **F.A:** Rawalpindi Pakistan (2008)

**COMPUTER SKILLS & Language**

**Applications:** MS Excel, Word, PowerPoint. **Graphics:** Corel Draw, Adobe Photoshop,

**Languages:** English & Urdu