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*JAFAR*

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**OBJECTIVE**

To work with a reputed and professionally managed organization which is challenging and demanding where my skills would be utilized to the optimum for the faster growth of the organization. My educational qualification along with my willingness to work hard gives me the confidence to achieve my objective*.*

**EDUCATIONAL QUALIFICATION:**

* Bachelor of Commerce (B.Com) from University of Allahabad.
* Senior Secondary Certificate SSC from CBSE Board.
* Higher Secondary Certificate HSC from CBSE Board.
* Advance Diploma in Computer Application from GIIT

**WORK EXPERIENCE**:

* **Safari Group of Company** Doha-Qatar 05-Feb-2015 till date
* **Hr. executive**
* Assist with day to day operations of the HR functions and duties
* Provide clerical and administrative support to Human Resources executives
* Compile and update employee records (hard and soft copies)
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
* Properly handle complaints and grievance procedures
* Coordinate communication with candidates and schedule interviews
* Conduct initial orientation to newly hired employees
* Assist our recruiters to source candidates and update our database
* **Safari Group of Company** Doha-Qatar 01-Dec-2013- Jan-2015
* **Garments Supervisor**
* Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
* Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results; conducting training; implementing enforcing systems, policies, and procedures.
* Maintains safe and healthy work environment by establishing and enforcing organization standards; adhering to legal regulations.
* Completes operations by developing schedules; assigning and monitoring work; gathering resources; implementing productivity standards; resolving operations problems; maintaining reference manuals; implementing new procedures.
* Controls expenses by gathering and submitting budget information; scheduling expenditures; monitoring variances; implementing corrective actions.
* Provides quality service by enforcing quality and customer service standards.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
* Contributes to team effort by accomplishing related results as needed.
* **Inndus Marketing Pvt Ltd**, India Feb 2011- May 2013

* **Area Sales Officer**

**Duties and Responsibilities**

* Achieving the require Sales target for company in the stipulated tie period
* Responsible for analyzing the competitor’s activities with their brand.
* Merchandising of product in suitable area in cyclable.
* Setting up of channel establishment motivating for primary order
* Making agendas and preparing the sales figures for analyzing the future of target requirements.
* Keep the details for expiry item and inform company time to time to liquidate the stocks.
* Replacement will be done time to time to maintain relationship with the URC canteen Manager.
* Meeting with company seniors to discuss the business and achievements.
* **Green Land Motors Oct.2009-Dec.2010**
* **Sales Executives**
* Responsible for all sales, marketing, customer care of the above cluster
* Achieving the required Sales target for company in the stipulated time
* Organizing sales visits
* Demonstrating and presenting products
* Establishing new business
* Maintaining accurate records
* Attending trade exhibitions, conferences and meetings
* Reviewing sales performance
* Negotiating contracts and packages
* Aiming to achieve monthly or annual targets

**DECLARATION:**

I hereby declare that all the information given above is absolute truth and correct to my knowledge.