****

**SAJEED**

**SAJEED.364840@2freemail.com**

**POSITION APPLIED: ADMIN ASSISTANT/ RECEPTIONIST**

**SUMMARY**

Fourteen years of success in responsible Hospitality Industry. Proven ability to least quickly, assess problems and initiate corrective action. Comfortable in fast paced, high stress situations and requiring attention to detail and follow through. Able to motivate personnel to high performance standards and excellence. Potential to work for long hours. Excellent communication skills. Working system of Microsys in Hospitality industry. Knowledge of Computers and Cash Machines.

**WORK EXPERIENCE**

**Worked as a CAMP BOSS**

**Al Bayan Group of Companies March 2013till January 2017**.

Handled and supervised the worker’s accommodation. Handling various aspects of the camps operation on daily basis. Able to raise reports to manager and higher authorities. Highly capable in handling any type of works related to the camps management such as:
- Verification & checking of camp on a day to day basis.
- Camp Administration.
- Planning &Implementation.
- Cost Controlling.
- Local Purchase for soft furniture etc. as per company norms.

- Inspection of meals before distribution.

- Interviewing the candidates upon arrival and arranging for carrying out the formalities for their duty joining.
- Rooms allotments as per company procedure.
- Accommodations for new arrivals.
- Checking rooms every day (Anybody absent or sick) maintaining record.
- Arranging for medication/transportation for anyone sick.(If required) .
- Supervision for Housekeeping (Cleaning of toilets, corridors, surrounding etc.)
- Keeping record of vehicles& follow up from the security department.

- Maintain proper record of daily sewage, use & drinking water in the camp.
- Supervision of Staff/Workers Canteen.
- Co-ordination with Admin. Dept. for new arrivals/departures.
- Co-ordination with Admin. Dept. for distribution of company letters etc.

- Following HACCP and USPHS standards while handling the galley staff.

- Camp Maintenance.

- Following the safety norms & policies.

**Duration: 03 Years and 07 months**

**Worked as 2nd Cook Pool Galley**

**MSC Orchestra Europe November 2011 to August 2012**.

Handled the restaurant for breakfast, lunch and dinner for the entire contract. Capacity to work for long hours during busy time.

**Duration: Ten Months**

**Worked as 2nd Cook in Pool Galley**

**MSC Sinfonia South Africa, Brazil. April 2010 to June2011**

Handled the restaurant for breakfast, lunch and dinner for the entire contract. Capacity to work for long hours during busy time. Followed the instructions from the department head in delivering the food in a timely and convenient manner. Interacted with the guests while working in the live kitchen.

**Duration:15 Months**

**Cinnabon Kuwait**

**Restaurant Manager August 2002 to July 2005**

Worked with a team of 22 crew members dealing with production and execution of sales. Handle the Store following the USPHS Standards of food safety and hygiene. Controlled the stocks and the food cost. Worked as a Team leader between the management and the crew. Preparing duty schedules for the team. Stocks ordering. Preparing monthly inventories as required by the head office. Arranging for sampling of our Cinnabon products for achieving the required target sales. Carrying out with the cleaning of the store on a daily basis and thorough general cleaning on weekly basis as per the hygiene and sanitation standards. Guiding the team to work as a team by motivating them mentally and physically. Personal interaction with the customers to get the feedback regarding the product quality and the service provided.

**Duration: 3 Years**

**Cinnabon Kuwait**

**Asst. Restaurant Manager January 2002 to Aug 2002**

Followed the Orders of Restaurant Manager and executed them as needed. Took desired decisions in the absence of the restaurant manager and handle the store as needed. Team work with the crew members in order to run the store. Helped in the ordering of stocks and sending the daily sales reports to the head office.

**Duration: 7 months**

**Hotel Kuwait Plaza, Kuwait. Bell Boy October 1999 to Dec 2000**

Interacted between the guest and the front office. Helped the guest in each and every satisfied way. Welcoming the guest warmly and departing them pleasantly with a smile, made the guest feel at home giving them a homely environment and satisfaction during the stay at the hotel. Followed the instructions of the front office. Provided the required things in a timely manner.

**Duration: One Year**

**Hotel Fidalgo Panjim - Goa India**.

**Bell Boy February 1996 to April 1999**

Interacted between the guest and the front office. Helped the guest in each and every satisfied way. Welcoming the guest warmly and departing them pleasantly with a smile, made the guest feel at home giving them a homely environment and satisfaction during the stay at the hotel.

**Duration: Three Year Two months**.

**EDUCATION QUALIFICATION**

Course : S.S.C(Secondary School Certificate)

Aggregate : 56%

Year of Passing : Passed in March 1994

Institution of Study : St. John of the cross high school, Sanquelim-Goa

University Board : Goa board of secondary and high secondary school,

Porvorim-Goa

**DIPLOMA/DEGREE CERTIFICATION**

**Course** : Advanced Diploma in Computer Management

Year of Passing : 2012

Institution of Study : Excel Computer Education, Sanquelim-Goa

University Board : I.T.E.S,Mumbai

**Course** : Training in Culinary Department.

Institution of Study :INTERNATIONAL CRUISES CULINARY ACADEMY

Year of Passing : 2009

**PERSONAL DETAILS**

Name : SAJEED

Date of Birth : 7th Jan 1978

Age : 38 years

Gender : Male

Height : 5 Feet 4 Inch

Weight : 67 Kgs

Body Color : Wheatish Brown

Marital Status : Single

Nationality : Indian

Religion : Muslim

Languages known : Fluent in English, Hindi, Konkani, Marathi written and spoken.

**VISA STATUS :** Visit visa

**VISA VALIDITY : 19.05.2017**

**DECLARATION**

I consider myself familiar with Hospitality Industrial aspects. I am also confident of my ability to work in a team.

I hereby declare that all the information furnished above is true to the best of my knowledge.