# **CURRICULUM VITAE**

# **JAMEEL**

# **JAMEEL.367681@2freemail.com**

**Objective:**

Secure a mutually rewarding challenge, one where my experience, proven talents and exceptional communication capabilities can be further applied.

**Personal details:**

Nationality : Indian

Date of Birth : 09/07/1980

Religion : Islam

Marital Status : Married

Languages Known : Can Speak Read and Write English, Hindi

**Academic Qualification:**

1. Bachelor’s degree of B.com From Osmania University
2. Intermediate from Board of Intermediate, Hyderabad, India
3. Seconday School Certificate (S.S.C) from Board of Secondary Education, Hyd., India

**Techinical Qulification:**

1. ACAC (advanced computer application certified)
2. Advanced diploma in businees management (ASML from UK)

**Work Experience**

1. Worked as a “**CSA**” customer service assistance in (**Tesco UK**)for a period of 2 years

**Responsibilities:**

* Making ROTA(shift list of sales man)
* Daily feedback to Manager, Discussing Issues and Sales related matters.
* Ensuring 100%visibility of all company’s available products in outlets.
* Implementing contract agreement strictly.
* Checking selling prices regularly.
* Monitor daily activities of salesman and follow up on sales progress and accomplishments.
1. Worked as a “**Second Chef** ” in (**CAFÉ PASTA UK)** for the preoid of 2 years.

**Responsibilities:**

* Refer to list of neened ingredients on a day to day basis and check inventory
* Acquire ingredients not available in storage prior to the start of day

• inform kitchen staff of their schedules and delegate appropriate duties

* Assist head chef in cooking dishes according to set recipes.
* Make arrangement to store food items in a safe ordely manner
* Rotate frozen food items as stantardized in the kitchen rule book
* Maintain kitchen order by ensuring cleanliness of table,counter and work area
* Oversee cleanliness and maintenance of of equipment and utensils .

1. Worked as a “Floor incharge” in DMART

**Responsibilities:**

* Lead associate team to accomplish store goal.
* Greet customers by asking them the magic question ‘WHAT CAN I HELP YOU FIND TODAY’
* Work with the store manager to ensure the store is properly staffed at all time
* Ensure that open/close procedures are followed
* Walk the aisles to ensure all customers are being helped

#### Worked as a “assistatent HR in ADITIYTA RESIDENCY”

**Responsibilities:**

* New hire applications process
* New employee orientation and making sure new employee have computer log-in workstation,office ky,etc
* Record maintenance include employment status,paid time off or any other employee nonproductive hours
* File audits help HR to ensure that all required documents are collected and are maintained in employee files
* Employee advocate for employees and conveys employee issues and concerns to management for resolution
* Clerical support
* Employee recongnition this could include planning the annual employee picnic,party and help to create a fun and engaging employee environment

#### **General Capabilities**

Sincere, hardworking capable of handling the work independently and I do have capability of maintaining good public relation with clients as well as with others.