

**FAISAL**

**Email:** **faisal.374938@2freemail.com**

**Profile Summary**

Qualified and result oriented professional with 9 years of rich experience in diversified organization. Noted for hard work, resolving problems, driving solutions and making a difference to the organization with a positive attitude. Continuously progressing expertise through different situation, up-trainings, share best practices, knowledge of different software’s. Holds excellent communication, presentation, coordination, problem solving, and time management skills.

**ACADEMIC Qualifications**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FSC (Computer Science)**- FBISE Islamabad, Pakistan **2003**

**SSC (Science)-**FBISE Islamabad, Pakistan **2001**

**Work Experience**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Officer March 2017 to Present**

**Hilton Al Hamra Beach and Golf Resort.**

**Ras Al Khaima, United Arab Emirates**

* Maintain the security and safety of the hotel, Guests, and Team Members and their property by providing constant vigilance in and around the hotel premises
* Run routine inspections of the hotel premises
* Act promptly in the event of a circumstance that requires attention
* Ensure all firefighting equipment requirements are met and maintained
* Assist Management in dealing with any incidents that arise within the hotel
* Follow all Occupational Health & Safety rules upheld by the hotel

**Cross Exposure Finance October 17 to October 30**

**Cross exposure in finance as per Hilton cross training program**

**Learn as below**

**Receiving Area**

* Receiving of goods from suppliers following Hilton worldwide rules and regulations.
* Posting and making record of all receiving on daily basis
* Generating final reconciliation report at the end of each day.
* DBMS used **BIRCH STREET.**
* Follow up with daily requisitions and updating the data on daily basis.

**Cashier**

* Handling outlets cash counter using **micros**

**Assistant manager January 2006 to January 2012**

 **BNS COUTURE Fashion House**

 Email: Bnscouture@hotmail.com Phone: 00923445010111

* Maintaining all types of accounts according to Company requirements
* Purchasing items required for the boutique.
* Assist with preparation of the Shows
* Supervision of client computerized Data base system
* Preparation of financial statements
* Preparation of Collection Reports on monthly basis
* Maintaining all Staff of Company
* Finalization of assessments with assessing officer
* Being Available on the front desk for customer services

**Assistant Manager March 2012 to October 2014**

**House of Verace, Pakistan**

* Maintaining all types of accounts according to Firm requirements
* Assist with preparation of the budget
* Implement financial policies and procedures
* Supervision of client computerized Data base system
* Develop and execute sales strategies
* Maintain and strengthen a large portfolio of clients
* Organized store data base of designers and their stock.
* Keep designers updated on regular bases of stock and sales.

**Assistant Warehouse Manager December 2014 to December 2016**

**Nirvana Designer Boutique, Manchester UK**

Phone: 00447788244929

* Manage stock and delivery of shipments according to the order given.
* Establish, Maintain and Reconcile the General Ledger
* Establish and Maintain Supplier & Customer Accounts
* Ensure Shipment are properly recorded and entered into the Computerized

Data base System

* Ensure Day to day recording of all transactions through various Courier Companies.
* Communicate clients on phone and through WhatsApp groups.
* Complete order by communicate clients and updates through pictures and video conversation throughout the order completion.
* Coach, mentor and motivate design team in Pakistan.
* Manage orders and budget of each order individually.

**Technical Skills**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Microsoft Office
* Adobe Photoshop
* Birtch street
* Opera
* micros
* Maya 4.0 (3d software)

**Linguistic skills**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proficiency in English, Urdu & Punjabi