**KHIZER**

*E-mail:* [*khizer.384553@2freemail.com*](mailto:khizer.384553@2freemail.com)

**OBJECTIVE & STRENGTH**



To make the best use of my existing skills. Experience in working in a fast paced environment and able to quickly understand the mission, vision of the organisation.

**WORK EXPERIENCE**



***Kids Apparels & Non Apparels –Toonz Retail Pvt. Ltd (Location – KSA)*** *(Jan 2014-2018)*

***Designation: Sr sales Executive***

Job Profile:

* **Execution**: Responsible for executing Stores Launching & Outlet Setup.
* **Sales**: Support for Sales & co-ordination with Toonz India. All type of Back Office support.Handling Warehouse in regards with Stock assignments and placing new orders.
* **Customer Service:** Interacting with Customers during presence in Store, handling billingand cashiering in absence of any individual staff.
* **Quality Control:** Quality control and checking of the assignment received in regards withcustomer satisfaction.
* **Marketing:** Deciding on pricing by observing our competitors market.
* **Follow up:** To place new orders , follow up with factory India for immediate despatches or ifmaterial not in stock place order and planning follow up with production team in factory and if required visit factory to see the development on orders executed from KSA.
* **Additional Responsibility:** Handling any other additional responsibility if required.

***Infrastructure Project- Krimmly Const. Jeddha*** *(September 2011- March 2014)* ***Designation:*** *Quality Control Inspector*

Job Profile:

* **Quality Control:** Working at Abha Bridge project as a quality control Inspector labtechnician (LT).
* **Quality Testing:** Quality testing handing over Tanumah & Namas project.
* **Concrete Testing:** Concrete testing at Abha Bridge project.
* **Inspection:** Inspection of total concrete on bridge project with various items like edge slaps,new gersy, graders, retaing walls, footing, grooting, upper risers.

**KHIZER**

***Granny Top Mining Pvt. Ltd - Bangalore -*** *(October 2007**–**July 2011)* ***Designation: Query Manager (Project Location – Hyderabad)*** Job Profile:

* Worked as complete rough blocks quality check.
* Co-ordination with buyers in China.
* Loading of Shipment.
* Handling of complete query.
* In charge of workers in Factory.
* Quality check of material after polished.
* Jumbo Gangsaa and Cutter size blocks quality checking after production.

**EDUCATION**



* ***KOLAR GOLD FILED***

Diploma in soil testing from **SCHOOL OF MINES KOLAR GOLD FIELD BANGALORE**

**COMPUTER KNOWLEDGE**



Computer Application: MS-Office,.

**LANGUAGES**



Native-Urdu

Fluent- English, Hindi, Arabic, Kannada, Telugu, Tamil, Malyalam.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Date of Birth | : September 12, 1982 |
|  |  |
|  | |
| Marital Status | : Un Married |

I hereby declare that the facts presented above are true, complete and correct to the best of my knowledge.



**KHIZER**

**Personal information**

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| --- | --- | --- |
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|  | **Date of issues** | **: 26/06/2012** |
|  | **Exp date** | **: 25/06/2022** |
|  | **Driving license** | **: possessed valid Saudi driving** |