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**ABDUL NAWAZ**

CV NO: 1842486

Pursuing a career for utilizing my skills and abilities in the company that offers professional growth while being resourceful innovative and flexible, to add value to the organization with my best.

***PROFILE OVERVIEW***



* Highly organized and disciplined with a passion for Business, Accounts and customer service.
* Ability to deliver by planning work and setting targets for the achievement of objectives.
* Excellent customer service skills.
* Excellent time management skills.
* Good with Accounts

***CAREER SNAPSHOT***



**Café Assistant**

Duration: April 2014 – November 2014

Company: WISHBONE

Location: Auckland Domestic Terminal, New Zealand

Deliver successful food & beverage services in the cafe and functions at our venues in line with agreed quality and service goals, and in accordance with Spotless policies and procedures.

**Key Results:**

* Responds to customer needs promptly, accurately and efficiently within agreed timeframes
* Provides food and beverage service to guests
* Dealing with cash counter when needed and make the accounts clear

**Sales Manager**

Duration: July 2012 - March 2014

Company: Time convenience and Heaven & Dreams

Location: Auckland city and New Market, New Zealand

Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the staffs also involved in day to day running of the business.

**Key Results:**

* Managing stock levels and making key decisions about stock control.
* Dealing with staffing issues (interviewing potential staff, providing or organizing training and development, preparing shift roasters)
* Responding to customer complaints and comments.
* Organizing special promotions and displays.
* Dealing with sales and accounts as and when required.
* Maintains store staff by recruiting, selecting, orienting, and training employees

***ACADEMIC CREDENTIALS***



**Diploma in International Tourism and Travel Management (2011-2013) from**

**THE INTERNATIONAL TRAVEL COLLEGE OF NEW ZEALAND (ITC), Auckland**

* Diploma in International Tourism and Travel management Level 5
* Certificate in International Travel and Tourism (ITC)
* Certificate in Travel and Tourism
* National Certificate in Travel Level 3 (NZQA)
* National Certificate in Travel Level 4 (NZQA)

**Course description in Brief:**

* Projects on Destinations (New Zealand, Australia, UK, USA & Canada, Pacific Islands, Rest of the world)
* Amadeus (ticketing reservation system)
* Projects on Tourism and Travel management ( basically deals with how to start up a new business in the tourism industry)

***ACHIEVEMENTS***



* Participated in **EDIFY2010** (Management programme) at **MSNM BESANT INSTITUTE OF**

**PG STUDIES MANGLORE.**

* Completed a project on "**Retail sales During Promotions**" 2010 in **BIG BAZAAR**

**MANGLORE.**

***COMPUTER PROFICIENCY***



* MS Office: Word, Excel, Power point
* Internet Proficiency

***PERSONAL PROFILE***



Marital Status: Single

Date of Birth: 12/11/1988

Nationality: Indian

Languages Known: English, Hindi, Malayalam, and Tamil

