**CURRICULUM VITAE**



**Name:** ZAID
***E-mail:*** zaid.364768@yahoo.com

**Visa status**: Visit visa

**Date of Birth:** 16 February 1985.

**Marital Status:** Single.

***Profile:***

I have good communication and presentation skills, with an expertise to deal with people of different background & gender. I make sound decisions on capability, sense of responsibility and commitment. Through my work, I have gained excellent coordination, field work and supervisory skills as well as Advocacy and negotiation skills.

I have accomplished proficiency in Word, Excel, PowerPoint, Excess and Internet Research.

**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Establishment** | **Dates** | **Course Studied** | **Qualification** |
|  |  |  |  |
| **COMSATS** | August 2010. | Sales management. | **MBA.** |
| (Institute of information |  |  |  |
| & technology) |  | Integrated marketing |  |
| Abbottabad, Pakistan. |  | communication. |  |
|  |  | Brand management. |  |
|  |  | Qualitative business |  |
|  |  | analysis. |  |
| **Hazara University** | September 2008. | Advertising. | **BBA (Hons).** |
| Mansehra, Pakistan. |  | Statistics. |  |
|  |  | Sales management. |  |
|  |  | Management. |  |

**Work Experiences:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Employer*** |  | ***Dates*** | ***Position Held & Duties*** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | Manages operation of restaurant during scheduled |  |
|  | ***PIZZA HUT* RESTAURANT** | APR 2013 | shifts including daily decision making, staff |  |
|  | ***ISLAMABAD*** | TO | performance, customer interaction and satisfaction, |  |
|  | ***(Assistant Manager*** | Present | scheduling, planning, product quality and cleanliness. |  |
|  | ***Operations.)*** |  |  | Responsible for the operational efficiency and |  |
|  |  |  |  |  | profitability of the operation. |  |
|  |  |  |  |  | Develops and implements plans for continuous service |  |
|  |  |  |  |  | improvements, optimizing profits and increasing sales. |  |
|  |  |  |  |  |
|  | **BASKIN CHALET** | Dec 2012 | Health & safety, cost control, customer focused, marketing |  |
|  | **RESTAURANT** | To | activities, customer care, deal with customer complaints, |  |
|  | **ISLAMABAD** | March | communicate with kitchen staff to ensure efficient food |  |
|  | **(Manager)** | 2013 |  | service, over seeing clients bookings &reservations, prepare |  |
|  |  | the daily and weekly roaster for the restaurant staff, |  |
|  |  |  |  |  |  |
|  |  |  |  |  | purchasing stock, supplies and negotiate best prices with |  |
|  |  |  |  |  | trade suppliers etc. |  |
|  | **Sohni Dharti Development** | March |  |   have a close coordination with the project |  |
|  | 2011 |  |  | coordinator for the promotion of the products |  |
|  | **Foundation (SDDF)** | To |  | prepared in the institute. |  |
|  | (Women skill development | Oct 2012 |  |  Coordinate the work with vendors. |  |
|  | institute project of SDDF) |  |  |  |  Search new market place for the commodities |  |
|  | **Abbottabad, Pakistan.** |  |  |  |  |
|  |  |  |  | prepared in the institute. |  |
|  | **(Marketing officer)** |  |  |  |  |
|  |  |  |  |  Supply the material to the vendor & |  |
|  |  |  |  |  |  | mobilize them for giving priority to our products. |  |
|  | **PTCL** | May 2011 |  |  Sale the new Broadband connections of PTCL. |  |
|  | **Abbottabad, Pakistan.** | To |  |  Sale the new Land Line connections of PTCL. |  |
|  | **(Sales officer) part time** | April 2012 |  |  |  |  |
|  |  |  |  |  |
|  | **MOBILINK FRANCHISE** | Feb 2009 | *Receiving cash at front counter from customer against* |  |
|  | **Abbottabad, Pakistan.** | To | *billing of post paid numbers.* |  |
|  | **(Finance Officer)** | Feb 2011. |  | *Uploading of data of prepaid & data entry of post-paid* |  |
|  |  |  |  |  |  | *customer.* |  |
|  |  |  |  |  |  | *Entry of prepaid & post-paid Sims.* |  |
|  |  |  |  |  |  | *Direct dealing with MOBILINK coordinators in kinds of* |  |
|  |  |  |  |  |  | *financial issues.* |  |
|  |  |  |  |  |  | *Operating of MOBILINK electronic, financial inventory* |  |
|  |  |  |  |  |  | *control system (eFICS).* |  |
|  |  |  |  |  |  | *Processing Cheques.* |  |

**Hobbies and Interest:**

Internet Surfing, Cricket, Gym and TV. Fluent in English (Reading, writing & speaking), Urdu, Hindko.