**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.