

**ADIL**

adil-395723@gulfjobseeker.com

# CAREER OBJECTIVE

To seek a position in your reputed organization to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible, ability to work under pressure.

# EDUCATION

B.Com from Osmania University, Hyderabad, India, 2011 Intermediate from Osmania University, Hyderabad, India, 2008

# PROFESSIONAL EXPERIENCE

**CENTURY 21, HYDERABAD, INDIA APR 2017 TILL OCT 2019**

**SALES & PROJECT COORDINATOR**

* Acted as a liaison between the Client, Internal Office Team and Main-Contractor and worked closely with Creation, Submission, Collection & distribution of the Project documents.
* Responsible for submitting Technical Materials/Samples/Drawings/Correspondence Document Submittals and all other related documentation for the Projects.
* Follow up for the submittals to get approvals from the Client
* Coordinated between Builders, Developers, Main-Contractors & Internal Office Team for the quick & smooth delivery of Projects.
* Responsible for collection of Project Payment Cheque & depositing in company’s account.
* Responsible for distribution of monthly salaries to workers
* Wrote invoice/delivery note to clients on all project orders
* Talking to the clients for getting the deal done as soon as possible
* Making the agreements signed and making the clients satisfied for the business they were looking into

Making the revenue for the company

Doing the documentation parts for the signed clients

**LAVISH FOOD COURT, HYDERABAD, INDIA FEB 2017 TILL OCT 2019 INDEPENDENTLY OWNED**

* Independently procured site for the establishment based on the survey and the study performed to determine the best location
* Hired, managed and trained a team of 6 people including a reputed head chef to cater to growing business needs
* Independently purchased industrial equipment for the establishment and maintained high quality food industry standards
* Managed vendor purchase orders and invoices.
* Executed successful marketing campaigns to promote the business and was directly reflected in the Return on Investment (ROI)
* Worked As a Manager, looked out for the staff and all the groceries
* Given a good training for the workers who joined to look after the Restaurant
* Managed the business well and looked after the Restaurant
* Owned around 6 people and made a team who worked as Suppliers
* Maintained a good and healthy relationship with the customers
* Made the delivery boys to understand the customer deal
* Looked out for the total Restaurant and made it to a good position
* Made the Masterchef to understand all the rules and regulations to help the customer
* Managed all the things on time
* Time Management

**in DOHA, QATAR JUN 2015 – JAN 2017**

**STORE MANAGER**

* Managed supply chain of all Supplement House Products to all the branches (8 branches with their orders and all the other companies from Qatar wherever required)
* Maintained the products format details and coordinated with Accounts department for all branches
* Successfully managed the Inventory and ordering of all the products
* Responsible for all branches incoming mails and other products
* Co-ordinated the flow of products from all branches, both internally and externally
* Managed 7 subdivision stores
* Managed Invoice collections and Delivery notes
* Maintained Delivery orders
* Maintained Excel Sheets for the orders and accountancy
* Looking out for the mail and maintained their products

**COUNTRY VACATIONS (COUNTRY CLUB), HYDERABAD, INDIA JAN 2007 – OCT 2009**

**ORD EXECUTIVE**

* Responsible for marketing various plans of vacation
* Collected maintenances charges and other fees from customer
* Cross sell various new offers to the customers
* Maintained client details for further references
* Provided answers and solutions to customer’s queries
* Responsible for greeting visitors, answering telephones

# PROFESSIONAL SKILLS:

Ms-Office

Computer Hardware Assembling

Installation of Windows XP, Vista, Windows 7 Proficient with MS Word, Excel and PowerPoint

# STRENGHTS:

Positive Attitude, Hard Working, Punctual, Responsible Easily Adaptable to the Working Environment Interpersonal and Problem-Solving Skills

Dependable, responsible contributor committed to excellence and success Loyal and dedicated employee with an excellent work record

# PERSONAL PROFILE:

Date of birth : 10th June 1985

Sex : Male

Nationality : Indian

**References:** Furnished upon request