

**FAISAL**

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Dubai, UAE

**CAREER OBJECTIVE:**

Coping with an unaccepted termination from my recent job as a part of restructuring and downsizing campaign of our company, I am focusing on getting my carrier on right track, by obtaining any challenging position with an established media company in general and advertising or publishing company in particular that may exploit my skills for mutual growth while offering me the opportunity to enrich and use my best professional skills of administration, Marketing and quality control

**SKILLS**

Natural and sort of inherited interest and understanding of arts and administration,

Good knowledge of languages like Hindi, Urdu literature, English and Arabic.

Developed convincing communication skill by interacting with various kinds of different human species in Dubai, it gave me a fine an interesting understanding of human behavior

My previous jobs explored my ability to manage and organize not only business operations but group of people as well, creating an atmosphere of integrity among them to boost the passion and enthusiasm necessary to execute a task perfectly and for routine daily jobs at work place also.

On the sales and marketing front, apart from MBA the in same stream I have experience of working with marketing and advertising firm, thus I acquired and further developed both skills 1. Planning the sales and exploring the markets. 2. Confident and true professional approaches to get the potential business partners and clients and provide them with all the competitive services by keeping a constant relation with them.

**PROFESSIONAL QUALIFICATION:**

***Master of Business Administration (M.B.A.)*** 3 Years part time DegreeCourse in sales and marketing as major from ***Lucknow University. (India)***

**TECHNICAL QUALIFICATION:**

***A Diploma in computer applications (Office)***

**ACADEMIC QUALIFICATION:**

***B.A. from Lucknow University ( political science, Urdu literature ) Intermediate*** in 1999 from Nadwa College ***High School*** in 1997 from Nadwa College

***Degree certificate in Arabic literature from*** Nadwa College

***“attested copies of all documents by MoHR of both Indian governments and UAE are available”***

**CAREER AT A GLANCE**

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| **DURATION** | **:** | August 2002 to December 2004 |
| **ORGANISATION** | **:** | Mega trend adverting |
| **DESIGNATION** | **:** | senior account executive |

Mega Trends Advertising was one of the fastest growing media company in north India.

Having the clients like Pepsi, ITC, ICICI Bank , Mega Trends provides complete and best quality outdoor publicity to its clients, I acquired there good reputation as a senior account executive as well.

**DURATION** **:**

**ORGANISATION :**

**DESIGNATION** **:**

July. 2004 to May 2006

Habson Jobs up, Delhi based recruitment firm

Senior HR executive, administration in charge.

Habson Jobs up was at that time a job recruitment firm for its clients in Gulf countries ,based in the Capital city of New Delhi they were trying to expand it in other parts of North India ,our was a newly open branch in Lucknow.

My work included there: Planning and execution of indoor and outbound publicity. Recruiting suitable skilled workforce by consulting the management head office in Delhi, assisting the HR manager in planning of organizational recruitment, taking interviews of the applicants, making the joining documents of employees, explaining the Policies and rules to them, and maintaining their records and tracking their daily attendance.

To present the employee’s performance report in front of HR manager.

**ORGANISATION DESIGNATION**

**: Printing and Publishing Company in UAE**

**: Proof Editor (finaliser)**

One of the biggest and pioneer printing and publishing company in the U.A.E. Services include contract printing of newspapers, magazines, text books and commercial printing. Clienteles include Pearson Publisher Middle East, McGraw Hill ME, as well as major local and international advertising and publishing companies. The job involves all phases of printing operations.

My job description is mentioned below:

**Pre Press**:

* Checking of initial proofs (Epson proofs) for typographical errors, correct page impositions, typefaces, colors, bleed, fonts, cutting mark, etc., and ensure that the proof are corresponding with the client’s supplied originals and specifications before ripping. **Translate** the text from Arabic to English and vice versa used in letterheads, business cards, promotional flyers etc. supplied by client.
* Confer corrections with Mac operators or with clients, and proof reading of regulated materials to ensure version control and accuracy of revised documents.
* Film checking (positives), if need arises, in jobs where films were supplied by the client.
* Checking the pages based on the Final Flat plan
* Checking of CTP plates
* **Calling meeting of supervisors if necessary, to discussed the plan and schedule the job run for a smooth flow and completion of the project. Submitting the report to the operation head for approval.**

**Production**:

* Quality control check for final printouts (machine proofs) as regards to neatness, consistencies, correct density, color, and evenness of print impression and ensure that all specifications were followed.
* Approve machine proofs for final printing of required quantity.

**Post press**:

* Checking for required UV, embossing, foiling, correct folding, etc.
* Final checking of gathered and bound prints
* Filing and document controlling of client’s samples and originals

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| **PERSONAL DETAILS:** |  |  |
| **Gender** | **:** | Male |
| **Date of Birth** | **:** | 18th September 1976 |
| **Marital Status** | **:** | Married |
| **Language Known** | **:** English, Hindi, Urdu and Arabic |
| **Nationality** | **:** | Indian |

**Hold a valid driving license of UAE government**

**DECLARATION:**

***“I hereby declare that the above information furnished by me is true & fair to the best of my knowledge.”***