



HASSAN AFNAN BASHEER

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Manama-Bahrain.

OBJECTIVE

To pursue a successful challenging and exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the road to success.

SUMMARY

- **Administrator** at **British Food Stuff. (Middle East)**-Bahrain.
- **Site Supervisor**-at Designs N Styles. Bangalore from India.
- **+5 years** of experience in large and medium scale enterprises.
- Planning and implementing admin activities across all online and offline channels.
- Leadership skills and also able to work as a team.
- Cultured and Courteous towards colleagues.
- Challenge seeking personality.
- Identify social media opportunities and develop an actionable plan for execution.
- Excellent ability to establish good relationship with people.
- The ability to remain patient and calm under pressure.
- Good time management skills for successful management of projects.
- Excellent Communication skills both written and verbal.

Responsibilities

- Counter Sales, cash handling and Customer Problem Solving.
- Answering queries, offering advice and introducing new products.
Lead on customer satisfaction surveys and report to management to inform on future strategies.
- Responding to incoming email and phone calls enquiries.
- Handling to the customers' requirements and presenting the product appropriately to make sale.
- Maintains quality customer service.

COMPUTER LITERACY

OPERATING SYSTEMS: windows, Linux, ios.

Applications: All Applications windows based: [MS Office, Excel etc.], Photoshop, Tally.

EDUCATION

- Bachelor Of Commerce under Jaipur national university(Distance pursuing)
- +2(Commerce) CBSE Board from Indian School Bahrain.
- SSLC-CBSE Board from Indian School Bahrain.
- IELTS qualified 2019.

PERSONAL PROFILE

Date of Birth : 14-03-1996.
Gender : Male
Language Known : English, Hindi, Malayalam and Arabic.
Marital status : Single.
Nationality : Indian.
License : Holding Bahrain License

CONTACT DETAILS

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