



Curriculum vitae

Syed Zafar Dada Pir

Mobile No: +973 34549825, 37328950

Email: syedzafar646@gmail.com

Career Objective:

To secure a challenging position in a reputable organization to expand my learning's, knowledge and skills, where I can contribute and build my professional career along with the growth of organization and give the best of my qualification, experience and abilities. A highly organized and hard-working individual looking for a responsible position in the reputable organization by practical experience and leadership position skills, Applying to make creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits with my career experience...

I would like to prove myself as a best asset if given a chance.

Personal Details:

Father's Name : Syed Samad
Date of Birth : 11th February, 2000
Nationality : Indian
CPR No : 000221589
Passport No : S6315164
Sex : Male
Religion : Muslim
Martial : Married
Languages : Arabic, (English and Hindi) (Written and verbal)
Kannada, Telugu, Tamil
Address : A' Ali, Kingdom of Bahrain
License : (27-06-2021)-(26-06-2026)

Qualification Background:

- Primary and High School Studied at A.T.F.A.A High School, Bangalore, India
In the year April 2015, Awarded by Certificate of **Secondary Education** at A.T.F.A.A high School under the state board of Karnataka Secondary Education Examination Board (KSEEB), Bangalore city.
- In the year March 2017, Awarded by Certificate of **Intermediate / Pre-University** at Stracey Memorial Composite PU College under the State board Department of Pre-University Education (PUE), Bangalore city.
- Computer knowledge – MS WORD, basic Excel, Photoshop
- Internet web sourcing

Experience:

- Earlier Worked as a **cashier, salesman, floor Supervisor and handling accounts** in Bangalore, India at a known Supermarket Nilgiri's for the period of 1 year
- Then worked as a **Floor Supervisor and Administration** in Bangalore, India at Bangalore Central Mall in Footwear Department for the period of 8 Months
- Later worked as **Department Supervisor and Administration** in Bangalore, India at Lifestyle stores for the duration of 7 months
- At present working as a **Supervisor cum Assistant Admin** in **Bahrain** at Zoha Studio from December 2018 to till date
 - ❖ **Key Performing Work Operations:**
 - ✓ Dealing with wholesalers
 - ✓ Purchasing stocks as per requirement
 - ✓ Visiting new dealers for stock purchasing
 - ✓ Having knowledge of new IT accessories, computer, mobile
 - ✓ Visiting other branches and collecting sales report and supervising
 - ✓ Staffing and organizing shifts
 - ✓ Dealing with customers and taking appropriate decisions
 - ✓ Handling sales and performing
 - ✓ Individually Handling the store as per requirements
 - ✓ Updating all sale reports to sponsor
 - ✓ Decision making with the traders and companies
 - ✓ Paying loyal attention to the customers & clients

Management Skills:

- Administrative management
- Purchasing stock and managing inventory
- LMRA services
(Visa, Visa renew, visa cancel and other)
- Online appointments management
 - eGov/Bahrain.bh/Indian Embassy and private sectors
- Proficiency in Government portals online and offline
 - **Traffic Directorate Department** – vehicle Registration and Transfers, passing, contraventions and other
 - **Driving school services** – new license, renewal driving license and other
 - **CPR services** – apply, renew, update and other
 - **Department of CID** – PCC, biometrics procedure
 - **Health and insurance GOSI**
 - **EWA** – Managing all payments and others services online
 - Proficiency in LMRA for workers management system
- Proficiency in Passport renew and other online services from Indian Embassy
- Acquired knowledge in insurance or re-insurance or transfers in private sectors for vehicles

- Online payments management for Government and private/public sectors
- Proficiency in Documentation for any sector as per requirements
- Proficiency in online ticketing, manage Bookings and other
- Proficiency in Global online Appointment system for international Visas and documentation – VFS Global (European, Asian and western countries)
- Holding personal direct contacts with Agents for other procedure and Documents clearance services

Core Skills:

- Effective communication. (Verbal, written and presentation)
- Full command over the internet and Email and internet web sourcing
- Meticulous handling to the customers or staff
- Highly self-motivated
- Hard working
- Setting higher standards of performance.
- Goal oriented dedicated and dependable.
- Quick learner
- Sharing innovative ideas
- Decision making
- Time management
- Ability to work under pressure

Hobbies and interests:

- Endurance Team Sports
- Determination sports
- Photography
- Travelling

Declaration:

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

(Syed Zafar Dada Pir)