



## Curriculum Vitae

**Afaq Rasool**

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### **JOB OBJECTIVES**

To achieve excellence through constantly striving and attaining higher benchmarks in functional areas of Human Resource, Personnel, Training, Office Administration and Management by serving an organization with constructive role to contribute its growth and self advancement.

### **BRIEF OVERVIEW & KEY STRENGTHS**

- Strong functional experience of over 10 years in HR Practices including
- Excellent in Project Manpower Planning, Deployment and Management
- Expertise in preparing HR policies, procedures meeting the industry standards and legislative codes.
- In depth knowledge of Payroll and Personnel Management and related ERP modules.
- Excellent in Staffing, Recruitment, Training, Deployment, Planning and Employee Performance
- Evaluation. Exceptional skills in Office Administration and Management.
- Excellent Communication, Correspondence, follow-through and coordination skills.
- Excellent Team player, adaptable, quick acquaintance and handling of new things.
- High degree of conceptual, reasoning, analytical, and management skills.
- Good rapport with LMRA, Immigration, Labor Office and other legal bodies.
- Self-confidence, Perseverance and "Don't give up" attitude.

### **WORK EXPERIENCE (TOTAL 13 YEARS: IN BAHRAIN)**

**OPERATION MANAGER.**

**FROM 2016 TILL DATE**

**AL SABIR GROUP.**

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### Afaq Rasool

#### Organization brief

Established in 2014, Al Sabir Consultancy & AL Sabir Travels based in India & have a branch in Bahrain as a Recruitment Specialist Consultancy, We Specialize in mid to senior level professional, managerial, technical recruitment and staffing solutions, we have multinational team of consultants is experienced professionals within the fields they represent.

#### **BUSINESS DEVELOPMENT MANAGER**

FROM OCT. 2013 TILL DATE

#### **CLERENDON PARKER BAHRAIN**

#### Organization brief

Established in 2003, Clarendon Parker Bahrain is an international Recruitment Specialist Consultancy based in Bahrain's Seef Business area, We Specialize in mid to senior level professional, managerial, technical recruitment and staffing solutions in Bahrain, Qatar, UAE, Saudi, and Kuwait. Our multinational team of consultants is experienced professionals within the fields they represent.

#### Job involves :

- Builds market position by locating, developing, defining, negotiating, and closing business relationships.
- Attendance at conferences and exhibitions.
- Presentations at seminars and User Group meetings
- Manages negotiations, and interview processes.
- Retaining existing client; generating repeat business from them.
- Interaction with clients & HR Managers.
- Target & Secure profitable new business for Recruitment.

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- Generating business through partners, identifying new corporate clients for business monetization.
- Developing new business through online bidding portals.

#### **MARKETING MANAGER**

Worked as Marketing Manager from November 2007 till September 2013 as promoted from previous position of Recruitment Coordinator with Alshoala Manpower Co. W.L.L., Bahrain.

#### **Organization brief: "Alshoala Manpower Co. W.L.L.", P.O. Box 20146 Manama, Bahrain**

Alshoala Manpower Co. W.L.L. is an "A" grade Manpower Co. With over 50 employees and with branches in different GCC countries like Qatar, Iraq, Kuwait, India, Nepal,

#### **Job involves:**

Being the Marketing Manager, I am responsible for smooth functioning of the department in accordance with the company procedures for various Marketing policies and practices including employee's trainings. The job involvement mainly is:

- Manage organizational integrated needs of marketing team from recruitment and appointment till deployment of workforce at project .
- Managing the Marketing department by establishing the Management System consisting but not limited to
  - ✓ Marketing Manual,
  - ✓ Recruitment and Selection Policy,
  - ✓ Performance Marketing Policy,
  - ✓ Training and Deployment policy,
  - ✓ Leave Policy,
  - ✓ Code of Conduct for Staff and disciplinary codes and penalties,
- Manage and control marketing activities.



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- Implement and maintain within the company the applicable labor rules and regulations, representing the company and coordinate with ministries and governmental departments for legislative and mandatory requirement of immigration, health and safety and environmental regulations.
- Perform all activities as required per the company integrated management system within the framework of ISO 9001, ISO 14001, and OHSAS 18001 international standards.

### **NIGHT MANAGER**

From April 2004 to September 2007 as Night Manager with Hotel Grand Mercure Seef Bahrain.

#### **Organization details:**

As one of Bahrain grand hotel to combine luxurious elegance with myriad of amenities and services. Mercure Grand Hotel Seef, superiority in four star category, with repudiation as the best in region and recipient of 2007 MENA Travel Awards ( Silver Best four Star Hotel category) offering 120 suites (72 suites and 48 family suites)

#### **Job Involves:**

- Checking all the day transaction from Cashier for check in – Checkout guests.
- Tallying all departments' cash before we close the day.
- Having Night audit with one trainee staff to train him from FIDELIO network using only in 5 star hotels.
- Checking all the in house guest are safe, taking care for all the hotel property & responsible for all the hotel operations during night time.
- Reporting to front office manager or directly to general Manager.
- Keep all the reports ready for next time for General Manager for new arrivals , pending payments, credit card payments etc.

### **ASSISTANT FRONT OFFICE MANAGER.**

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### Afaq Rasool

From November 2000 till May 2003 as Assistant Front Office Manager with Hotel Regency inter Continental Bahrain.

**Organization details:**

This Luxury hotel REGENCY INTERCONTINENTAL BAHRAIN combines the best of the regions hospitality with contemporary design. Sumptuous suites, six restaurants, spa treatment and outdoor pool provide the perfect urban retreat. With total guest rooms 321, 31 Suites, 15 meeting rooms.

**Job involves:**

- Checking all reports from the Night auditor to front desk.
- Follow up with Clients for payments, sending emails to the frequent flyer guests.
- Dealing with different peoples & different nationalities on daily basis.
- Updating the forex rates applicable as per the market.
- Making ARR report, departure report, daily transaction reports, checking the rooms before arrival of the guests.
- Taking care for all lost & found things from the guest rooms.
- Reporting to front office manager & coordination with Front office assistant staffs, briefing them about day by day tasks.

### REAL ESTATE AGENT

Form March June 1995 till October 1996 as Real Estate agent with Kooheji Contractors W.L.L., Bahrain.

**Job involves:**

- ii. Coordinating with management with new clients from US NAVY, different Ministry etc.
- iii. Verifying competency criteria for the new clients from Market.
- iv. Corresponding with international Companies, Ministries, Embassies and insurance companies regarding there requirements

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- v. Reporting and coordinating with Manager real Estate on departmental progress.

#### ***Education Profile (Academic)***

**B. Com (Bachelor of Commerce) Degree** passed in the year of 1994 from the University of Kashmir, Hazratbal, Srinagar, and Kashmir, India.

#### ***Education Profile (Professional)***

**Diploma in Hotel Management with distinction** from Institute of Hotel Management Srinagar Kashmir.

**Diploma in Computer Software Tally** from Information Technology Srinagar Kashmir.

#### ***Personal profile***

Date of Birth	12 <sup>th</sup> April 1981
Place of Birth	Srinagar, Kashmir, India
Nationality	Indian
Father's Name	Mr. Ghulam Rasool Ganai
Religion / Sex	Islam / Male.
Hobbies	Reading, Social work, Cricket
Marital status	Married (one kid)
Permanent Address	Sheshgari Mohalla, Khanyar, Srinagar, Kashmir, PIN - 190003, India

#### ***Passport Details***

Passport No.	U 0547385
Date/Place of issue	02.01.2020
Place of Issue	Bahrain

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Expired on

01.01.2030

***Declaration:*** *I hereby declare that all the information given above are true and to the best of my knowledge.*

**(Afaq Rasool)**

Date & Place:

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