**CURRICULUM VITAE**

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**SAQUIB HUSSAIN KHAN**

**Flat.No.12, Bld.No.1217, Road No.523**

**Blk.No.305, Manama center,**

**Kingdom of Bahrain**

**Mob: 00973-33846124**

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**CAREER OBJECTIVE**

To strive for a challenging job in a progressive organization, where I can contribute and build my professional career along with the growth of organization and to give the best of my experience and abilities.

**PERSONAL PROFILE**

Fathers Name : Late SABIR HUSSAIN KHAN

Date of Birth : 14.10.1988

Nationality : Indian

Sex : Male

Religion : Muslim

Marital Status : Married

Passport No. : R9474130

Date of Expiry : 02.04.2028

Driving license : Bahrain Light Vehicle

Date of Expiry : 07/06/2022

**EDUCATIONAL QUALIFICATION**

* **S.S.C. (Secondary School certificate)  Passed**

(CBSE- Central Board of Secondary Education)

* **H.S.C. (Higher Secondary Certificate)  Passed**

(Jharkhand Academic Council, Ranchi)

* **B.A. (Bachelor of Arts Economics Honors) - Passed**

(Ranchi University, Ranchi)

**ADDITIONAL QUALIFICATION**

* Successfully completed the basic course i.e. DOS, Windows, Word, Excel & Power Point.
* Microsoft Business Solution Navision- POS Software, Generating report such as sales, inventory, stock cover, location wise, department wise, stock and sales, season wire sale thru, stock ageing reports etc

**WORK EXPERIENCE**

**Bahrain Marketing Management Media**

**Riffa ( Bahrain )**

**November 2019 to Present**

**Position Held: Office Manager**

**National Electronic**

**Jamshedpur ( India )**

**April 2017 to July 2019**

**Position Held: Assistant Manager**

**Flavors Food Industry (UAE)**

**Manufacturer of Tomato Ketchup, Hot Sauce, Vinegar, Rose Water etc.**

**June 2014 to Feb 2017**

**Position Held: Plant Manager**

**Emax (ARG) Division of Land Mark Group**

**Oasis Mall (Bahrain)**

**August 2013 to April 2014**

**Position Held: Department Manager**

**Sharaf DG WLL**

**Bahrain City Center**

**Feb. 2010 to July 2013**

**Position Held: Senior Sales Executive**

**Apparel Group - Tommy Hilfiger**

**New Delhi India**

**September 2007 to Nov. 2009**

**Position Held: Team Leader**

**Job Activities Includes**

* Housekeeping ensuring that all departments/sections/floor areas are kept clean, neat and in order.
* Work Discipline: Ensuring punctuality & company policies and procedures are followed.
* Maintaining highest standards in terms of personal appearance and hygiene.
* Motivating sales team and ensuring commitment and productivity on the sales floor.
* Ensuring that the sales team is trained to be vigilant and alert so as to prevent theft and pilferage.
* Market survey/Competitor Analysis: Doing regular market surveys to keep abreast about latest developments and trends.
* Identifying areas of growth/missed opportunities/scope for improvement & informing the same to the managing director.
* Preparing weekly / fortnightly targets. Managing Customers Relations, etc;
* Handling banking, cash transactions.

**LANGUAGE KNOWNE**

* English, Urdu and Hindi

(Fluent in Speaking, Reading and Writing)

**HOBBIES**

* Listening music, watching T.V., playing football & traveling

**RESOURCEFULNESS**

* Excellent customer service skills , Available at any time given , Self Confidence, Good communicational skill, Ability to be responsible, Organized and handle pressure, Ability to work hard, Will apply full effort for the betterment of the organization, which I am representing.

**Saquib Hussain Khan**