**Mohammad Nazim**

Sector-20 near ICL School Turbhe , Navi Mumbai India-400703

Mobile: 0091 8804873729

Email: [muhammadnazim72826@gmail.com](mailto:muhammadnazim72826@gmail.com)

**PERSONAL SUMMARY**

I am an ambitious and well groomed professional who is able to maximize revenue and profits through pro-active direct sales, marketing and telemarketing. I have long track record of accomplishments, purchasing food materials and an expert at hospitality food & services.

Possessing experience of working in an entrepreneurial and corporate business environment gives me the operational expertise and guest service skills to make an immediate impact on a company’s bottom line. Right now I would like to work for a company that is committed to growth.

**CAREER HISTORY**

1. **ASSISTANT PROJECT MANAGER** – 01 May 2013 – 29 Jan 2014

**Employers name** – National Guard Health Affairs (NGHA), Saudi Arabia Under Saudi Medical System (SMS)

**PROMOTION**

1. **STOREKEEPER** – 01 Dec 2012 – 30 April 2013

**Employers name** – Saudi Medical System, Dammam, Saudi Arabia

1. **STOREKEEPER** – 10 July 2009 – 13 March 2012

**Employers name** – Advance Sales & Service, India

1. **STOREKEEPER** – 10 May 2007 – 12 March 2009

**Employers name** – Suruchi Consultants, India

**Total Work Experience:** 5 Years 8 Months

**Duties:**

* Checking menu of store.
* Prepare food items menu by ensuring both quality and quantity.
* Ensure that food items are properly rotated in storage.
* Order supplies before they run out of stock.
* Overseeing the day-to-day store operations.
* Ensure that food items are appropriately arranged on plates and platters.
* Dispose of expired or near expiry products.
* Ensure cleanliness of store by following sanitation guidelines.
* Inspect food items and equipment on a constant basis.
* Report store malfunctions and manage limited repair work around the store.
* Store food in an appropriate manner.
* Manage food inventory and supplies.
* Maintaining relationships with company suppliers through face-to-face meetings, phone calls, and emails.
* Plan meals according to instructions.
* Prepare and assemble portions in accordance to the menu.
* Manage cash registers by taking payments.
* Assist with food preparation services for catering projects.
* Creating menus that are popular and profitable.
* Maintaining the highest quality hospitality.
* Providing direction and supervision to catering staff.
* Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
* Purchasing the best quality of goods and services for a company at the most competitive price.

**KEY SKILLS**

* Having a passion for quality and freshness.
* Work well with all kinds of people.
* Great attention to detail.
* Highly organized, detailed oriented and having the ability to multi task.
* Co-operative and helpful with employee.
* Ensured accuracy and speed of order.
* Outstanding customer service skills.

**TECHNICAL SKILLS**

* MS-Office.
* Windows.
* Internet.
* Email Handling.
* Social-Media Handling.

**ACADEMIC QUALIFICATIONS**

* Education
  + BRABU, Muzaffarpur – **Graduation** – 2010
  + BIEC, Patna – **Intermediate** – 2003
  + BSEB, Patna – **10th** - 2001
* Certification
  + National Guards Health Affairs, Dammam, Saudi Arabia–

**CERTIFICATE OF FIRE & LIFE SAFETY** – 05 Mar 2013

* + Saudi Medical System, Dammam, Saudi Arabia –

**CERTIFICATE OF FOOD & SAFETY**– 06 Dec 2012

* + Saudi Medical System, Dammam, Saudi Arabia –

**CERTIFICATE OF FIRE & SAFETY**– 06 Dec 2012

**PASSPORT DETAILS**

|  |
| --- |
| **Passport Details** |
| * **Passport No: N4281010** * **Passport Issue Place: PATNA** * **Passport Issue Date: 15/10/2015** * **Passport Expiry Date: 14/10/2025** |

**PERSONAL PROFILE**

* Father’s Name: Mohammad Naim
* Nationality: Indian
* Religion: Islam
* Date of Birth: 22/02/1985
* Sex: Male
* Marital Status: Single
* Language Known: ENGLISH, HINDI, URDU, ARABIC

**DECLARATION**

***“****I hereby declare that all the information above is correct to the best of my knowledge and belief. And hope that my knowledge will be fruitful for your company.”*

**MOHAMMAD NAZIM**