

HAYAT HUSSAIN

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CAREER / PERSONAL OBJECTIVE

As a well-disciplined individual with diverse work experience, I want to continue my career with a reputable organization having a dynamic and challenging environment, learning and growth opportunities, where I can utilize my skills for the achievement of organizational and personal goals and where I can create values and in return I am being valued.

AREAS OF INTEREST

Administration / Marketing / Finance

PROFESSIONAL EXPERIENCE

- I.** Organization : **Seinys Restaurant**
Position : **Shift Incharge/Cashier**
Period : From March 2023 – Present
Location : Dubai

Responsibilities;

- ❖ Supervised and coordinated the activities of team members during the shift, ensuring efficient operations and high-quality output.
- ❖ Managed staff schedules, and performance, fostering a positive work environment and optimizing team productivity.
- ❖ Oversaw inventory management, ordering, and quality control to maintain stock levels and meet customer demands while minimizing waste.
- ❖ Handled customer inquiries, feedback, and complaints promptly and professionally, resolving issues to enhance customer satisfaction and loyalty.
- ❖ Efficient handle cash transaction, credit/debit card payment.

- II.** Organization : **Zameen. com**
Position : **Associate project sales**
Period : From Sept 2022 – Feb 2023
Location : Pakistan

- III.** Organization : **Estate92. com**
Position : **Business Development Associate**
Period : From Jan 2022 – Aug 2022.
Location : Pakistan

- IV.** Organization : **Kp Dreams property**
Position : **Sales officer**
Period : From July 2021– Dec 2021
Location : Pakistan

Responsibilities;

- ❖ Identified and cultivated leads through market research and networking.
- ❖ Conducted property showings and negotiations to close sales.
- ❖ Provided expert guidance on pricing and financing options.

❖ Maintained detailed records of client interactions and property listings.

TECHNICAL KNOWLEDGE

MS Office particularly -**MS-Word**
-**MS-Excel**
-**MS-PowerPoint**
- **Internet-Email Processing**

ACADEMIC DETAILS

Qualification	Board/University	Location	Year
BBA (Hon's)	The University of Agriculture, Peshawar	Pakistan	2017 - 2021
HSSC (science)	The wisdom institute of science and technology, Hangu	Pakistan	2016 – 2017
Matriculation (Science)	Model Public High School, Hangu	Pakistan	2014- 2015

PASSPORT DETAILS

Passport Number : HG6913951
Date of Issue : 04/08/2022
Date of Expiry : 13/08/2027
Place of Issue : Hangu, Pakistan

PERSONAL DETAILS

Date of Birth : 04/02/1999
Nationality : Pakistani
Marital Status : Single
Languages known : English, Urdu & Pashto
E-Mail : hayathussain304@gmail.com
Visa Status : Employment (Seiny's Restaurant)

Strengths:

- **Ability to handle pressure and meet deadlines**
- **Excellent communication skills**
- **Analytical outlook towards problems**
- **Keen desire to learn and improve**
- **Team worker**

HOLDING VALID UAE LIGHT DUTY DRIVING LICENCE NO. 4783402 ISSUED FROM DUBAI ON 16/9/2024

I hereby declare that the particulars furnished above are true and correct, to the best of my knowledge. I assure an honest and efficient efforts in fulfilling objectives if given a chance to serve your esteemed organization.

Yours faithfully,
Hayat Hussain