

Mohammad Nazim

Sector-20 near ICL School
Turbhe , Navi Mumbai
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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

2. **STOREKEEPER** – 01 Dec 2012 – 30 April 2013
Employers name – Saudi Medical System, Dammam, Saudi Arabia
3. **STOREKEEPER** – 10 July 2009 – 13 March 2012
Employers name – Advance Sales & Service, India
4. **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
<ul style="list-style-type: none">• 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