

Syed Zafar Buland Equbal

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Carrier Objective

To prove up my capabilities and to work in a challenging role where I can use my skills in the growth of self and the organization.

Experienced Overview

Coffee Spizz Pvt Ltd

01 Oct 2013- Present

Admin Manager

Responsibilities:

- Stationery procurement and issuance and maintaining record for the same.
- Coordination for Mobile connection, and handling problems and issues related to the same.
- Handling of Courier & distribution of Post and monitoring of the bills.
- Handling Housekeeping boys on day to day basis, Security Services.
- Maintaining First Aid Box and coordinating with vendors for medicines.
- Handling the Counseling of New Candidate and completing all the formalities related to their joining.
- Coordination for the interviews and arranging Appointments.
- Also handling Gate Pass, E-mail etc.
- Handling Domestic & international Travel arrangements (Air and Rail ticket reservation, hotel booking, transport arrangements etc.)
- Coordinating for the preliminary interview rounds of the candidate, by getting their initial forms etc filled, coordinating with HR for each interview rounds.

Aegies Campus Placement Pvt Ltd

08 May 2007 – 15 Sep 2013

Sr.Admin/HR Executive

Responsibilities:

- Verifying and justifying the requirement of purchased items.
- Event Management work, organizing party, conference etc in and out of office.
- Handling Cafeteria co-ordination work. Monitoring of weekly menus, complaint rectifications.
- Maintaining Leave Records of the employees and providing monthly data to HR to coordinate the leave.
- Maintaining the admin-help desk report which is regarding the complaint made by employees related to lights, AC, Fans, Extension Instruments, etc. allocation of call closing to different people responsible and time taken in closing these complaints made by the employees and sending report of the same to senior management on weekly basis.
- Coordinating for the preliminary interview rounds of the candidate, by getting their initial forms etc filled, coordinating with HR for each interview rounds.

Accomplishments

- **Caffee Spizz Pvt. Ltd:-** Star Performance Award for the years 2016.
- **Aegies Campus Placement Pvt. Ltd:-** Star Performance Award for the years 2012.
- **Aegies Campus Placement Pvt. Ltd:-** Star Performance Award for the years 2010.

Education

- MBA (Marketing/HR) from NIM. (2009)
- B.A from BRA Bihar University (2005)
- I.sc from BIEC Patna (1999)
- Matriculation from BSEB Patna (1997)

Personal Details

Date of Birth	:	22 December 1981
Marital status	:	Married
Father's Name	:	Mr. Salim Ahmad
Gender	:	Male
Nationality	:	Indian
Languages Known	:	English, Hindi and Urdu

Declaration

These statements are true to the best of my knowledge and belief.

Date:

(ZafarBuland)

Place: