

Abdul Altaf

Mobile: (+965) 60454633

Email: brohere456@gmail.com

Objective:

To build a career in a growing organisation, where I can get the opportunities to prove my abilities, by accepting challenges, fulfilling the organisation goals and climbing the ladder through continuous learning.

Experience:

Mariam Abode Recruitment: Worked as Recruitment Officer (Jan 2021 - Jan 2024)

- I possess a wealth of experience, having spent three years at Mariam Abode Recruitment, where my primary role was to facilitate the recruitment of home labour for clients in Kuwait. In this capacity, I played a pivotal role in understanding the specific requirements of our clients, who were seeking domestic assistance from both India and the Philippines.
- My responsibilities encompassed the entire recruitment process. This involved engaging with clients to comprehend their needs, coordinating the necessary documentation, and overseeing the visa application and medical examination procedures. I ensured a smooth and efficient process, guaranteeing compliance with all relevant regulations.
- A crucial aspect of my role was to manage the relocation process for the recruited labour, from their home countries to Kuwait. This included meticulous planning of travel logistics, visa arrangements, and coordination with relevant authorities to ensure a seamless transition. Additionally, I maintained a keen focus on the well-being of both the labour and the client, fostering positive relationships and addressing any concerns that arose during the recruitment and relocation process.

Bad Bun: Worked as Cashier (Jan 2020 - Jan 2021)

- As a cashier at Bad Bun restaurant, I played a vital role in ensuring a smooth and efficient payment process for our customers. My primary responsibilities include accurately processing customer orders, handling cash transactions, and utilising point-of-sale (POS) systems to record sales.
- Beyond being a cashier and interacting with customers, I have collaborated with the restaurant staff to ensure efficient communication and coordination between the front and back of the house.

VFS: Worked as Sales Executive (Nov 2017 - Dec 2019)

- Significant experience working in the field of visa processing. In my previous role, I played a crucial role in the application process for Schengen visas. My responsibilities included guiding and assisting applicants through the visa application procedures, ensuring that all necessary documentation was complete and accurate, and liaising with relevant authorities to facilitate a smooth and efficient application process.
- My role also involved providing detailed information to applicants about the visa requirements, addressing their queries, and offering support to ensure a positive experience throughout the application journey. This experience has honed my organisational skills, attention to detail, and ability to work effectively within the framework of visa regulations.

NVS Soft on behalf of STC: Worked as a Sales Representative (Sep 2014 - Oct 2017)

- Energetic Sales Representative offering demonstrated success identifying prospects and converting leads into customers. Superior communication skills with ability to understand client needs and close

sales. Recognized for creativity and resourcefulness in meeting and exceeding sales, revenue and profit goals. Bringing 3 years of related experience.

- Customer Service Representative bringing top-notch skills in oral and written communication, active listening and analytical problem-solving skills. Enhances customer experiences by employing service-oriented behaviours, understanding customer desires and providing customised solutions to build loyalty.
- Persistent and highly motivated Telemarketer with a flair for sales and marketing. Looking to secure a position in a thriving and fast-paced environment where excellent customer service skills will be utilised and appreciated.

Education:

Bachelor of Commerce

Chhatrapati Shahi Ji Maharaj University, Kanpur, India.

- Year completed 2018.

Higher School Certificate

Maharashtra Standard Shiksha Board, India.

- Year completed 2015.

Secondary School Certificate

Maharashtra Standard Shiksha Board, India.

- Year completed 2013.

Key Skills:

- Communication Skills
- Relationship Building
- Sales and Negotiation
- Problem-Solving
- Time Management and Organization

Personal Details:

- Date of Birth: 21st June, 1997
- Gender: Male
- Father's Name: Abdul Salam
- Marital Status: Married
- Language known: English, Hindi & Arabic
- Nationality: Indian
- Religion: Islam
- Visa Status: Article No. 18 Transferable
- Driving licence: Valid