

Umar Bashir

D.O.B.: 15-Aug-1995

Nationality: India

Location: Jammu & Kashmir, India

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OBJECTIVE

To secure a challenging position in a reputable organisation to expand my learnings , knowledge and skills.

EDUCATION

*Bachelors in Science from Kashmir University

*12th from JKBOSE

*10th from JKBOSE

* NCC (C) HOLDER

* ITI ELECTRICIAN

Professional Qualification

*Two years Advance Diploma in Computer Applications and System Management

*Profession in MS Word, Excel, Power Point, Internet with good typing speed

LANGUAGES

*English- Excellent reading, writing and speaking

*Hindi- Excellent reading, writing and speaking

*Urdu - Excellent reading, writing and speaking

SPECIALIZED SKILLS

- Excellent interpersonal and communication skills
- Multi-tasking abilities with proficiency in organizing and managing different tasks
- Expert knowledge of handling administration and paperwork
- Skilled in book keeping and preparing statistical and financial records
- Thorough insights in overseeing stock levels and ordering supplies
- Proficient in assigning duties and scheduling shifts
- Ability of recruiting, training and supervising staff
- Expert marketing skills to promote business

PROFESSIONAL EXPERIENCE

*Worked as a Waiter in Verina hotel Jammu and Kashmir from 2017 to 2019

Responsibilities and Role details:

- Managing operations of a high-volume restaurant and bar and organize staff of over 20 employees
- Co-ordinate administration, budget, payroll, staff and vendors
- Maintain high standard quality hygiene, health and safety_
- Recruiting, training and motivating staff
- Generating detailed daily, monthly, quarterly and yearly reports on business, staff and profit

OTHER INTERESTS

Sports, Surfing Internet, Foreign Language, Music, Reading, Writing, Volunteer Work

THANKS

Umar Bashir