

CURRICULAM VITAE



SAYED YUSUF KARIM

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Objective

To obtain and secure a position that will enable me to use my organizational skills, my ability to work well with people, quick learning skills, and to have the opportunity to learn and improve my skills for the better.

Career Profile

- ❖ Excellent communication and presentation skills with persuasive and convincing abilities to achieve optimum result.
- ❖ Good Customer Service oriented.
- ❖ Confident and self – motivated to take up any challenges or responsibilities.
- ❖ Hardworking and result oriented.
- ❖ Good Communication and interpersonal Skills.

Education

- ❖ Master Degree (**Post Graduation**) in History & Tourism (Goa university), 2006.
- ❖ of com & arts, 2004.
- ❖ Higher secondary from Rosary Higher secondary School,
- ❖ SSC from Our lady of Health High School, 1999.

Technical Skills

Operating Systems : MS Office, Excel, Power Point

Trainings

- ❖ Underwent a Career course in Information Technology at Rosary College of Commerce & Arts, Navelim-Goa.
- ❖ Did a Diploma in E-Office at Manipal Institute of Computer Application , Goa, India

Working Experience

AL ABRAJ MARBLES COMPANY (SHARJAH, UAE) February 2016 TILL CURRENT



Designation: Human Resource Executive

- ❖ Planning and designing employees benefit packages
- ❖ Maintaining a detailed record of the companies employees
- ❖ Executing the employees annual review procedure
- ❖ Administrating all the hiring processes of new employee
- ❖ Analyzing and monitoring all the department budgets
- ❖ Supervising the day to day operations of Human Resource Department
- ❖ Ensuring all the employees comply with the HR Policies
- ❖ Creating new HR Policies and updating the existing ones
- ❖ Overseeing the employees termination process
- ❖ Counseling employees termination process
- ❖ Conducting exit interviews to identify the reason for termination and resignation
- ❖ Managing workplace safety issues and complaints

ALMANAMA GROUP OF COMPANIES (AJMAN, UAE) 2010 - 2015

Al Manama is in UAE more than 30 years engaged in retail business



Designation: Senior Human Resource Assistant

Job Specification:

- ❖ Working closely with various department increasingly in a consultancy role , assisting Line Manager to understand and implement policies and procedures
- ❖ Promoting equality and diversity as part of the culture of the organization.
- ❖ Liaising with a wide range of people involved in policy areas such as staff performance and health and safety
- ❖ Developing and implementing policies on issues like working condition s, performance management, equal opportunities, disciplinary procedures and absence management.
- ❖ **Handles visa renewals, collect appraisal forms from the managers, follow up Emirates ID AND Municipality Health Cards.**
- ❖ **Update the Labour , Visa and Passport details in system**
- ❖ **Handles cancelation – Exit Interview – Final settlement and booking flight tickets to home country.**

- ❖ **Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.**
- ❖ Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information.
- ❖ Documents human resources actions by completing forms, reports, logs, and records.
- ❖ Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- ❖ Maintains employee information by entering and updating employment and status-change data.
- ❖ Maintains employee confidence and protects operations by keeping human resource information confidential.
- ❖ Maintains quality service by following organization standards.
- ❖ Accomplishes human resources department and organization mission by completing related results as needed.

HOLYDAY INN RESORT, GOA, INDIA

Designation: Front Office Assistant



Job Specification:

- ❖ Handle check in and check out in a timely and courteous manner.
- ❖ Ensure reservations are taken correctly and courteously.
- ❖ Available at all times to deal with guest complaints and queries.
- ❖ Maintain inventory of reservation s and room assignments.
- ❖ Answer inquiries regarding hotel services and registration by telephone, mails and in person.
- ❖ Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized systems and manual.

THE LEELA KEMPINSKI RESORT, GOA, INDIA



This Resort has won the 5th International Diamond Award given by the American Academy of Hospitality Sciences in 2005 and also Imperial Mark in 2004

Designation: Communication Assistant cum Business Center Receptionist

Job Specification:

- ❖ Providing assistance to all its respective guests and performing admin duties.
- ❖ Responsibilities included providing impeccable guest service, generating correspondence, guest billing and managing multiple tasks of a busy department.
- ❖ Management of utility Bills.
- ❖ Responsible for scheduling and management of shifts.
- ❖ Creating monthly reports of the income and expenditures of the Business Center.
- ❖ Responsible for handling the entire guest complains with utter respect and professionalism.

GOA STATE MUSEUM, GOA, INDIA

Designation: Museum Educator

Job Specification:

- ❖ As a Museum Educator I worked with all ages, Pre- Secondary school groups plus adult learners and teachers using a mix of formal and non formal teaching.
- ❖ Organizing workshops, lectures and learning events in the museum.
- ❖ Expected to take guided tours of the museum , staff the information desk , answer general inquires
- ❖ Keeping accurate information about the artifacts their history and importance.

Extra Curriculum Activities

- ❖ Enjoyed being an active participant of a team in both Theater and Dance presentation at the college level.
- ❖ Benefited from being a part of a team both in sports and in academics works at the University level.

Interest

- ❖ Listening to music and meeting with a diverse range of people.

Personal Information

Nationality	:	Indian.
Date of Birth	:	20 March 1984
Sex	:	Male
Marital Status	:	Married
Mother's Name	:	Jainab Bi
Languages Known	:	English, Hindi and Marathi.
Visa Status	:	Employment Visa
Passport No	:	X6558715
Date of Issue	:	14-03-2023
Date of Expiry	:	13-03-2033

Declaration

I hereby declare that all the information mentioned above is true to the best of Knowledge.

SAYED YUSUF KARIM