



CONTACT INFORMATION

- +971547182500
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saifubc313@gmail.com
- Deira, Dubai, UAE

COMPUTER SKILLS

- MS Office - Word and Excel
- Tally
- Peachtree

SKILLS AND ABILITIES

- Having Leadership Qualities
- Communication
- Self-development & learning
- Integrity and reliability
- Attendance and punctuality
- Professionalism
- Confidence and demeanour
- Attention to detail
- Sincere Approach in duties

LANGUAGES KNOWN

- Malayalam - Native
- English - Fluent
- Hindi - Fluent
- Tamil - Manageable

PERSONAL DETAILS

- Gender - Male
- Date Of Birth - 22/02/2001
- Address - Horlanz near to
Abubacker Siddique Metro
Station, Deira, Dubai, UAE
- Visa Status - Visiting Visa
- Nationality - Indian

SAIFU BC

CAREER OBJECTIVE

Seeking a challenging career that utilizes my skills in my area of competence enriches my knowledge and gives me a chance to be part of a team that contributes towards the growth of the organization.

PROFESSIONAL EXPERIENCE

Manager (20/12/2022 to 20/10/2023) - 10 Months

Black And White Kids Club, Kasargod, Kerala, India (Dress Store)

- Recruiting, training, supervising, and appraising staff.
- Managing budgets.
- Maintaining statistical and financial records.
- Dealing with customer queries and complaints.
- Overseeing pricing and stock control.
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do so.
- Ensuring compliance with health and safety legislation.
- Preparing promotional materials and displays.

Manager (10/08/2021 to 10/12/2022) - 1.4 Years

Hotel Central Gate, Kozhikode, Kerala, India

- Managing budgets.
- Supervise work at all levels (receptionists, kitchen staff, maids, office employees).
- Ensuring compliance with laws and regulations.
- Oversee events and conferences.
- Establish and improve hotel reputation.
- Handling customer complaints and queries.
- Meeting and greeting guests.
- The overall running of the hotel.

Sales Representative Cum Cashier (15/08/2017 to 30/07/2021) - 4 Years

Grand City Footwear, Kasargod, Kerala, India

- Handle sales and Cashier duties.
- Greeting customers and identifying their needs, Helping customers find the pair.
- Keeping records, stocking shelves, preventing theft, and keeping the premises clean.

ADDITIONAL EDUCATION

Diploma in Foreign Accounting - Educate Career Academy, Kerala, India

EDUCATION HISTORY

- Bachelor of Commerce (B Com) - Capital University**
EDUCFC International Institute of Engineering and Management Pvt Ltd
- Higher Secondary - Plus Two Commerce**
GFVHSS, Cheruvathur, Higher Secondary Examination Board, Kerala
- Secondary - SSLC**
MRVHSS, Padne - Public Examination Board, Kerala

DECLARATION

I **Saifu B C** confirm that the information provided by me is true to the best of my knowledge and belief. Necessary documents will be produced as per the requirement.