

VAJID ALI SHAYAD

Assistant Manager

Current Address: ABCD SBG CAMP, Makkah, Saudi Arabia.

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KSA +966-540954534

OBJECTIVE

Seeking a new challenging position with your company that where my utilizes extensive knowledge of organization operation programs, scheduling coordination, office management and technical Supports and communication to positively contribute and distribute with your organization.

PASSPORT AND WORK PERMIT DETAILS

Passport No.	Place of Issue	Date of Issue	Date of Expired	Saudi Work Permit No.
J9574181	JAIPUR (INDIA)	26/08/2011	25/08/2021	2404457034

WORK EXEPRIENCE

Advanced Masar Transport Company – Makkah, Saudi Arabia

Jan 2016 – Present

(Part of Saudi Al Qaid Group)

Position: Assistant Manager

Responsibility: • To do assist of manager. Handle all transport operation Activities. To prepare documents of Vehicle for Drivers. To Work on related government website. To Prepare monthly traffic Violation report, Driver's timesheet, and Staff timesheet. Diesel and Petrol Distribute Weekly • Collection Data form filed • To Prepare necessary file and Reports. • To Making documents and submit or transfer related department. • To update foreman and supervisor about scheduling meeting. • To informed worker, supervisor and foreman about work. • To Collect Business data form foreman and supervisor. • Visit to branch or location for collection data and documents • To Submit Day by day, weekly and monthly to manager and Department. • To build team for work together foreman and supervisor. • To Take work approval for manager and related department. • To Audit work palace (if Manager or Head of Department Say). • To multitasking of department and other business related work.

Fiat India (Automotive Multinational Company) – Sikar, India

March 2015 – Sep 2015

Position: Branch Sales Executive

Responsibility: • To Promote to Customer for purchase new car and vehicles. • To Sales Car and Bus. • To Exhibition and Marketing of Car and Bus. • To information of our product our customer and candidate. • Preparing to report Visitor and new customer. • To Presentation and Exhibition Car near city. • Day by day reporting to sale Manager. • To finance to new or old customer on vehicles. • Preparing Monthly sales report.

Syed Air Travels Services, Khandela, India

Aug 2010 — Feb 2015

Position: Branch Coordinator

Responsibility: • To Airlines Ticket Reservation and Booking. • According Demand of Customer to issue Visit Visa and hotel Booking. • To Provide Cheap and best Services of hotel and our branch. • To Make Passport file and Submit to Online government. • Share to Holiday Package to our customer. • Provide Booking / Rent Car and Bus. • Preparing to day by day business report. • Preparing to monthly Business report to Manager.

Genpact India – Jaipur India

Feb 2010 — July 2010

Position: Process Associate

Responsibility: • Customer Query Solve and Solution. • Attending Customer Call and Solve Query and Problem within time. • Generate Data giving to team leader. • Assist to team leader. • Preparing report of our team.

EDUCATION

Degree / Certificate	Collage / University Name	Major Subject	From	To	%	Location
Bachelor of Commerce	University of Rajasthan	Accountancy, Economic and Business Administration	2011	2015	45.33	Jaipur
Information Technology	Industrial Training Institute	Computer Installation & Maintenance	2009	2010	57.55	Jaipur
High School	Government Senior Secondary School	Commerce	2006	2008	56.15	SMPR
Secondary School	Jasu Secondary School	All Subject	2004	2005	66.50	KDL

Work Skills

• Office Management, • Management, • Business Development, • Technical Support, • Data Analysis, • Data Management, • Data Reporting, • Data Preparation, • Data Presentation, • Data Collection, • Teamwork, • Business Process Improvement, • Time Management, • Team Leadership, • Team Building, • Leadership, • Writing, • Reporting & Analysis, • Supply Management, • Scheduling, • Presentations, • Data Entry, • Customer Service, • Airline Reservations, • Ticketing, • Internet Banking, • Customer Relationship Management (CRM) • Computer Hardware Installation, • Computer Maintenance, • Computer Repair, • Troubleshooting, Computer Hardware, • Software Installation, • Microsoft Office (Excel, Access, PowerPoint, Word, Share point, Outlook, Outlook Configuration) Etc.

Computer Skills

• Data analysis, Data Management, • Data transmission, Data reporting, • Data fielding, and database Preparer • Microsoft Office 2000, Microsoft. • Office XP, Microsoft Office (All) • Internet Explorer, • MS Excel, • MS Word, • MS FrontPage, • MS Access, • MS Project, • Outlook Express, • Adobe Photoshop, • Outlook, • PowerPoint, • Internet and tally. • Working on Windows NT, Windows XP, Windows ME, Windows 2000, Vista, 7, and 10 administrations. • PC hardware and Software. • Installation and Networking. • Technical and Troubleshooting PC and Electronic Assembly

Language Skills**English- Professionally Working****Arabic - Intermediate****Hindi - Mother language****Specking Language: English, Arabic, Hindi and Urdu****Personal Details****Father's Name:****Mohammad Iqbal****Mother's Name:****Farida Bano****Date of Birth:****June 06, 1989****Gender:****Male****Marital Status:****Single****Nationality:****Indian****Indian Driving License:****RJ23-2010-0014515****Permanent /Passport Address:****Hidayat Nagar by Pass Road Ward No 7
Dayra Khandela Distt - Sikar Rajasthan
India 332709****DECLARATION**

I hereby certify that the information given in my curriculum Vitae is correct and complete to the best of my knowledge.



Date

(VAJID ALI SHAYAD)

Place: