

RESUME

SAIYAD TOFIK HUSEN

Saiyad Tekra nr. Rabari chakla Borsad - 388540,
Dist. - Anand, Gujarat,
India.

EMAIL ID – saiyadtofik420@gmail.com

Mobile No: +966561699049

Applied For :

❖ **CAREER OBJECTIVE**

Seeking new challenging job in any reputable organization, which effectively utilize my skill and experience.

❖ **SUMMARY**

Seeking new challenging job in any reputable organization, which effectively utilize my skill and experience.

- Greet customers with a smile.
- Diffuse and resolve customer complaints.
- Operated Cash registers Operate Drive Through and Front Drive Through Operate Front Counter. A Service Supervisor will be expected to provide customers with a quick and accurate service and show sensitivity to their individual needs, both from behind the till as well as in the dining areas.

STRONG POINTS: -
→ Ability to work under pressure
→ Ability to grasp new skills
→ Maturity and confidence

❖ **EDUCATIONAL QUALIFICATION:** -

- **Diploma of Higher Education: Civil Draftsman**

TECHNICAL EXAMINATIONS BOARD GUJARAT STATE, GANDHIN - V.V NAGAR ANAND, 2015

- **F.Y.B.COM:** -Passed from Gujarat University, Gujarat (India)
- **H. S. C. (12th):** -Passed from G. S. H. E. B Gandhinagar (Gujarat)
- **S. S. C (10th):** - Passed from G. S. H. E. B Gandhinagar (Gujarat)

❖ **ADDITIONAL EDUCATION:** -

COURSE	CONTENTS
Computer Basic	M. S. Office – Excel – PowerPoint, word, Internet,
Civil Draftsman	▪ - T.E.B - APR-2015 - Civil engineering Drawing - Distinction - 73.57
	Tally 7.2, English Cours

❖ **LANGUAGES KNOWN:** - **English, Arabic, Gujarati & Hindi**

❖ **WORK EXPERIENCE IN INDIA** :-

❖ **11/2018 – Current. Service Supervisor.** Madinah, KSA, Saudi Arabia

- Instructing and motivating crew, serving customers, keeping the restaurant clean and organized, preparing food, making sure that food safety rules are followed, and monitoring employee performance.
- Responsible for training our crew members for their day-to-day work serving customers, preparing food, keeping our restaurants and kitchens clean and tidy and working well as part of a team.
- Monitoring employee attendance and workplace productivity.
- Assigning tasks and responsibilities to crew members based on their abilities and experience.
- Ensuring that all safety regulations are followed in the workplace.
- Creating schedules for employees' shifts so they know when they will be working.
- Maintaining employee records such as timecards and employee manuals.
- Scheduling and coordinating staff training sessions with upper management.
- Provided high-level customer service by going the extra mile to identify and cater to customer needs.
- Planned and daily maintenance.
- Safety and security.
- Scheduling.
- Shift management.

❖ **Auto Cad Capiq Engineering Pvt Ltd - VADODRA, India -03/2016 - 12/2017**

- Assisted team members and customers regarding stock and inventory queries.
- Provided excellent leadership skills to maintain steady and productive operations.
- Applied expert knowledge for daily completion of tasks and streamlining workflows.
- Plan
- Elevation
- Working drawing, Planning presentation, Leadership quality
- Quality control inspection and site supervision
- Advanced knowledge of CAD and AutoCAD software.
- Advanced knowledge of Mathematics, Science, Engineering, and Architecture.
- Knowledge of state safety and structure regulations.
- Excellent technical design skills.
- Good communication skills.

❖ PERSONAL DETAILS:-

Full Name : - **Saiyad Tofik husen Ashik husen**
Birth Date / Place : - 12 Dec, 1994/ Borsad
Gender : - Male
Religion : - Islam
Nationality : - Indian
Marital Status : - married
Permanent Address: - Saiyad Tekra nr. Rabari chakla Borsad - 388540,
Dist. - Anand, Gujarat,
India.

PASSPORT DETAILS



Passport Number : -	L 7202936
Place Of Issue : -	Ahmedabad
Date Of Issue : -	11/02/2014
Date Of Expiry : -	10/02/2024

PERSONAL QUALITIES

Enthusiasm, hard work, confidence and creativity are my important qualities. Always try to learn fast and adopt with the situations and put extra effort and value on my service.

SELF PERCEPTION : - I assure that I will try my best to give you a Satisfaction by my hard work and co - operative nature.

DECLARATION : - I, **Saiyad Tofik**, hereby declare that the above mention particulars are true to the best of my knowledge and belief.

Date: -
Place: -

Thanking You
Yours Sincerely
(T.A Saiyad)