

## RESUME

# HAMZATH MOOSA

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Address: United Arab Emirates (OWN EMPLOYMENT VISA)

### ► OBJECTIVE

Seeking a career that is challenging and lets me work on the leading areas of technology, gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals

### ► PROFESSIONAL EXPERIENCE

#### 1. DATA COLLECTION OFFICER (2020 - TILL DATE)

Etisalat Channel Partner - Kyoto Technologies, Business Bay, Dubai - UAE

- Present, promote and collect data by explaining product details to prospective customers for Etisalat yellow pages.
- Establish, develop and maintain positive business and customer relationships
- Collecting B2B company details of Managers and Owners by direct visit and meeting
- Achieve daily targets and outcomes within schedule
- Entering information into a database and ensuring data collection sources are accurate.
- Coordinate sales effort with team members and other departments

#### 2. ADMINISTRATIVE OFFICER (2018-2020)

Al Fahidi Restaurant, Bur Dubai - UAE

- Responded to customer related issues regarding supply of materials
- Develop and maintain a filing system
- Coordinating with Sales Team
- Estimate future needs for goods, kitchen utensils and cleaning products
- Manage restaurant's good image and suggest ways to improve it
- Create detailed reports on weekly, monthly and annual revenues and expenses
- Promote the brand in the local community through word-of-mouth and restaurant events
- Placed orders and corresponded with vendors to regulate products
- Performed various administrative duties



### ► CONTACT DETAILS

**Nationality:** Indian (Kerala)

**Gender:** Male

**Religion:** Islam

**Marital Status:** Married

**Date of Birth:** 29th December 1992

### ► PROFESSIONAL SKILLS

- Microsoft Office: Word, Excel, Power point
- Internet Working Technologies

- **LANGUAGES KNOWN** English, Hindi, Arabic (read & write), Malayalam & Tamil

3. ADMINISTRATIVE SUPERVISOR (2017-2018)

Garden View Restaurant, Kerala - India

- Manage a team of administration professionals to achieve operational objectives.
- Provide guidance and support to administration staff to perform their duties effectively.
- Supervise the monthly billing, staff scheduling and payroll processing activities.
- Ensure that the administration team follows company standards and guidelines for operational efficiency.
- Manage the staffing and supply needs for all departments.
- Evaluate current operations to identify and implement process improvements.
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4. SALES EXECUTIVE (2016-2017)

Konari Enterprises, Kerala - India

- Responded to customer related issues regarding supply of materials
- Achieving monthly target and preparing sales report
- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.

▶ EDUCATION

2013 - 2016	<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA)</b> ALAGAPPA UNIVERSITY, TAMIL NADU, INDIA
2013 – 2015	<b>AIRCRAFT MAINTENANCE ENGINEERING</b> JAWAHARLAL COLLEGE, INDIA
2012 – 2013	<b>IATA CARGO (LOGISTICS)</b> PATRIOT AVIATION INSTITUTE, INDIA

▶ DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars