

CURRICULUM VITAE

SAHID HUSAIN

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CAREER PROFILE

I am aiming to find a challenging and advancing career in reputed industry which will provide me excellent career growth and opportunities to bring out my talents and skills and at the same time contribute to the mission vision and values of company. (With 3 Years Experience)

EDUCATIONAL QUALIFICATION:

Educational Level	: Intermediate s/College Degree (Running)
Education field	: Commerce
Course	: I.com.
School/University	: Rajarshi Janak Campus Janakpur, Nepal

COMPUTER EDUCATION : Office Package Studies from Success Computer Education, Janakpur, Nepal.
Skills: MS Windows, MS Office (Word, Excel), Outlook, Multimedia, Internet, etc.

PROFESSIONAL EXPERIENCE

1. STORE KEEPER.

JOHAAN S RESTAURANT

From June 2013 to Nov 2015

❖ RESPONSIBILITIES

- Maintained store facilities to ensure smooth functioning, made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep and hygiene of various appropriate records of materials received.
- Received deliveries of new equipment and ensured that all the supplies were in proper order stored the supplies and items received in their

designated place to avoid time wasted searching for items and general confusion.

- Issued supplies as per the demand of the clients and maintained records of payments.
- Maintained the budget of all the expenditures incurred and presented same to store Managers.
- Reported to store Manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- Monitored the functioning of store equipment and reported problems and failures to the supervisor.

2. Administrator & Document Officer

A. OVERSEAS MANPOWER RECRUITMENT DOHA QATAR,

From 22th DEC 2016 to 15th FEB 2018.

- ❖ **Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and Officers. Also involved in the day-to-day running of the HR office.**
- ❖ **Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.**
- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems
- Assist in employee hiring and selection procedures.
- Manage payroll procedures.
- Preparing and organizing internal and external meetings.
- Responsible for office materials managements.

Screening and managing incoming telephone calls, e-mails and applications.

3. MERCHANDISER

A. ALI BIN ALI AND PARTNERS (QQP) DOHA QATAR,

From 23th APR 2018 to 28th Feb 2025 (Last Working days)

JOB ROLE & KEY ACCOUNTABILITIES:

- Analyzing past sales figures/trends to anticipate future product needs.
- Devising and developing merchandise plan to maintain customer's needs.
- Allocating certain amounts of stock, to each outlet, throughout the season.
- Monitoring stock movement, consider markdowns, inter-branch transfers, promotions or clear outs etc.

LANGUAGES KNOWN :

English, Hindi, Nepali

PERSONAL DETAILS:

Full Name	:	SAHID HUSAIN
Nationality	:	Nepali
Religion	:	Muslim
Date of Birth	:	23/10/1992
Marital Status	:	Married
Passport No	:	PA0190154
Qatar ID No.	:	29252420991 (with Qatar Driving license)

DECLARATION:

I, Declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

SAHID HUSAIN