

COVER LETTER

To,
The HR Manager,

Dear Sir,

Subject: Application for the position of “SUPERVISOR”.

Detail-oriented administrative professional with a proven background in office management, staff coordination, and customer service. Adopt at maintaining accurate records, managing schedules, and supporting business operations in fast-paced, multicultural environments.

I possess good skills in supervision, execution, estimation, materials and works inspection as per company requirement. 17 Years of professional experience in multiples roles. Providing all necessary assistance to the team with respect to Preparation of VOWD (Value of work done), Meetings, suppliers co-ordination, quality training, Materials inspection. weekly and monthly reports preparing and updating. distribution of responsibility and manpower, strategic mobilization and demobilization & effective utilization of resources, documentation, execution, review office meetings and site meetings, monitoring daily invoices cash flows, updating records, Meeting the budget & targets, productivity and raising technical queries.

I am confident that you will find me to be a competitive candidate for this position and that I possess the traits you seek. I appreciate your consideration.

To work as professional supervisor, applying my organizational skills and ability to delegate responsibility towards achieving company goals.

I look forward to meeting you in the context of a formal interview to further discuss ways in which I can contribute to your organization.

Yours Sincerely,

MOHAMMED ABDUL AZEEM IMRAN,

Contact: 974-7494171 QATAR
Email: azeemimr83@gmail.com
Attachments:
1. CV.

CURRICULUM VITAE

Mohammed Abdul Azeem Imran

Mobile: +974-74041717 (Qatar),
Mail – Azeemimran583@gmail.com.

CAREER OBJECTIVE

Seeking a career that is challenging and interesting, and which lets me work on the leading areas of technology. A job that gives me ample opportunities to learn, innovate and enhance my talent & skills in conjunction with company goals and objectives in, with a good oriented professionally managed company where contribution to organizational objectives will provide opportunities for advancement of my career.

PROFILE

- ✚ Bachelor of Commerce
- ✚ Excellent verbal & written communication skills, with Experience of leading team and events.
- ✚ Keen interest in working in Quality, Project Construction, Planning and Management.

QUALIFICATION & CERTIFICATIONS

- ✚ Bachelor of Commerce – Mahatma Gandhi Kashi Vidyapith.

STRENGTH, SKILLS & PERIPHERAL COMPETENCIES

- ✚ Ability to maintain efficient office work flow & administrative process, Ambitious, enthusiastic, quick learner, optimistic, organized having excellent interpersonal and communication skills.
- ✚ Cultural understanding, Motivated and dynamic, Adaptive to new environments. Willingness to attend training and to develop relevant knowledge, techniques and skills. Ability to work as a team or individually.
- ✚ Office Applications: Microsoft Word, Excel, Typing (35-50 WPM) Data Management: Accurate data entry, digital filing, compliance registration
- ✚ Administration: Staff management, scheduling, guest service, record keeping Communication: Handling office correspondence, customer support Financial: Accurate money handling, invoice processing
- ✚ Compliance: Support for registration and documentation
- ✚ Multitasking: Ability to manage multiple tasks under deadlines

EMPLOYMENT & EXPERIENCE DETAILS

- 1. Period** : June-2010 to May 2013
Designation : Sales supervisor.
Company : Casa Magazine
Work Location : New York, USA
- 2. Period** : June 2013 to 2017 May
Designation : Store Manager.
Company : Casa Magazine
Work Location : New York, USA
- 3. Period** : September 2017 to March 2019
Designation : Floor In charge.
Company : SSR Technologies.
Work Location : Hi – Tech City, Hyderabad, Telangana, India
- 4. Period** : April 2019 to Aug 2021
Designation : Restaurant Manager.
Company : Lazeez Shawarma.
Work Location : Toronto, Canada.
- 4. PERIOD** : September 2021 to Aug 2025
Designation : Imara Collections.
Company : Sales Manager.
Work Location : Hi – Tech City, Hyderabad, Telangana, India

KEY RESPONSIBILITIES:

- Maintaining Records, Updating daily Sales Trackers
- Updating daily Cash flow & Invoices, Providing Customer Support
- Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates
- Organize workflow and ensure that employees understand their duties or delegated tasks
- Monitor employee productivity and provide constructive feedback and coaching
- Receive complaints and resolve problems
- Maintain timekeeping and personnel records
- Pass on information from upper management to employees and vice versa

- Prepare and submit performance reports
- Hire and train new employee
- Dealing with clients in personal in order to ensure their motivation.
- Representing the bank within the wider community and building relevant contacts.
- Opening and closing the branch daily and ensuring that the premises are fit for business.
- Understanding customer needs, recommending suitable products and making sales.
- Processing paperwork from sales, change of customer details closure of accounts and so on.
- Learning about new products, services and processes.
- Responsible for all front and back of the house restaurant operations
- Organizing future needs for goods, kitchen supplies, and cleaning products; order accordingly
- Ensuring customer satisfaction through promoting excellent service, respond to customer complaints tactfully and professionally
- Maintaining quality control for all food served
- Seek ways to cut waste and decrease operational costs
- Train new employees and provide ongoing training for all staff
- Analyze staff evaluations and feedback to improve the customer's experience
- meeting with clients virtually or during sales visits
- demonstrating and presenting products
- establishing new business
- maintaining accurate records
- attending trade exhibitions, conferences and meetings
- reviewing sales performance
- negotiating contracts and packages
- working towards monthly or annual targets.

PERSONAL DETAILS:

Visa	:	Resident (transferable)
Passport Number	:	B8326781
Nationality	:	Indian
Marital Status	:	Married
Fathers Name	:	Mohammed Abdul Raheem
Languages known	:	English, Hindi, Urdu, Telugu
Permanent Address	:	HYDERABAD, TELANGANA STATE – 500036, INDIA.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge & belief. I have all attested certificates for necessary reference/perusal and if an opportunity is provided, I will put in my Best possible efforts & meet the expectation.

MOHAMMED ABDUL AZEEM IMRAN