

CURRICULUAM VITAE

FARHAN ILYAS MANSURI

1, AsalibPark, Fatehwadi,
Sarkhej Road, Ahmadabad -
380055 Gujarat, India.



Mobile: +91 93276 63213
+968 9791 0421

Email: farhan3313@gmail.com

Current Location: Muscat, Oman

Career Objective: -

To work with a progressive organization in Financial Sectors, learn to be a thorough client servicing professional And make a difference in the all-round development of the company with my professional and intellectual capacity.

Summary of Skills and Experience: -

I am versatile to work in different environment as I have an experience to work in different Companies, Departments and Positions like B.P.O., Construction, Retail and Hospitality Industry. Quick learner who is easily able to learn new products, systems, applications and technologies.

Work Experience: -18 years

Current- was on Career break.

(A) Previous Employment: -

Organization Name	: - Sales India
Designation	: - Assistant store Manager
Period of Employment	: - Since July 2019 to Sept. 2023

Job Profile: -

- ☐ Opening and closing the store
- ☐ Everyday brief the staff all product and finance schemes in morning meeting
- ☐ Handling Customer and staff quarries
- ☐ Sales as per the target
- ☐ Manage Hose keeping employees
- ☐ Solve customer's problems
- ☐ Making everyday sales report
- ☐ Conducting market research to identity selling possibilities and elevate customer needs.

(B) Previous Employment: -

Organization Name : - CCC (Consolidated Contractors Company)-Jordan
Designation : - Admin Assistant
Period of Employment : -October' 2017 To February' 2019

Job Profile: -

- ☐ HRMS Management
- ☐ Coordination with the departments' head.
- ☐ Supervising Timekeepers.
- ☐ Update and maintain Daily Manpower Report.
- ☐ Security and storage of employees' personal files.
- ☐ Keeping employees' record up to-date electronically.
- ☐ Handling employees complain
- ☐ Updating leave in HRMS System
- ☐ Preparing Final Settlements
- ☐ Preparing New Arrival Allocation Sheet
- ☐ Preparing List & follow Up Passport Renewals

(C) Previous Employment: -

Organization Name : -CCC (Consolidated Contractors Company)-Oman
Designation : -Computer Operator
Period of Employment : -Since January' 2012 To February' 2017

Job Profile: -

- ☐ Time sheet Management
- ☐ Preparation of Time Card Summary for Management review.
- ☐ Coordination with the departments' head.
- ☐ Supervising Timekeepers.
- ☐ Update and maintain Daily Manpower Report.
- ☐ Security and storage of employees' personal files.
- ☐ Keeping employees' record up to-date electronically.
- ☐ Handling employees complain
- ☐ Closing payroll

(C) Previous Employment: -

Organization Name : -Vodafone
Designation :- Customer Care Executive
Period of Employment : -Since January' 2008 To October 2011

Job Profile: -

- ☐ Handle complaints, even when handling unpleasant customers.
- ☐ Provide support to the customer.

(C) Previous Employment: -

Organization Name :- Bharat B.P.O
Designation :- Customer Care Executive
Period of Employment : -Since June' 2007to November 2007.

Job Profile: -

- ☐ Handle complaints, even when handling unpleasant customers.
- ☐ Provide support to the customer.

(D) Previous Employment: -

Organization Name : -Shiv Sagar Restaurant
Designation : - Cashier
Period of Employment : -Since January' 2007to May 2007.

Job Profile: -

- ☐ Cash and credit transcriptions.
- ☐ Tapping out waiter staff.
- ☐ Balancing the register at the end of the shift.
- ☐ Assist the waiter with various tasks.
- ☐ Competent with computerized register system.

Education Qualifications: -

- ☐ Bachelor of Commerce from Bhavan's College, Ahmadabad in April'07.
- ☐ Class XII GSHEB (Commerce) from F.D. Higher Secondary School, Ahmadabad.
- ☐ Class X GSEB from UnnatiVidyalaya, Ahmadabad.

Professional Courses: -

- O Diploma in Aviation and Hospitality Management in 2007.
- O Certificate of Galileo training from Air Hostess Academy, Ahmadabad in 2008.
- O Certificate of Fidelio training from Air Hostess Academy, Ahmadabad in 2008.
- O 1-month IT certificate in Hotel Comfort Inn Sunset.

Additional Skills: -

- O I have also knowledge of computer.
- O Proficient with MS Office.
- O Proficient with Windows 98/2000/XP/Vista and Internet.
- O Certificate of Tally.

Extra-Curricular Activities: -

- O Voluntary Work in Bhavan's College for National Service Scheme (N.S.S).

Personal Details: -

Date of Birth	: 12 th June 1986
Gender	: Male
Religion	: Islam
Height	: 170 cm
Weight	: 62Kg
Eyesight	: Normal
Passport No.	: S 6649246
Marital Status	: Married
Address	: Ahmadabad (Gujarat)
Hobby	: Traveling and, cooking
Languages	: Gujarati, Hindi, English& Arabic (Basic)
Strengths	: Quick learner, dealing things with positive attitude, highly motivated, creative and versatile, Interested in Taking on new responsibilities and challenges.