

CURRICULUM VITAE



Hussain Sab Badeghar

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Address For Communication:

Kulkarni Hakkal
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Educational Profile:

Bachelor of Computer Application (BCA)

Affiliated to Alagappa
University, Karaikudi
Year of Passing: 2011

Diploma in Computer Science & Engineering DCS

Affiliated to Board of technical
education, Bengaluru Govt. of
Karnataka
Year of Passing: 2005

Pre-University Course

Government of Karnataka,
Department of Pre-University
Education, Bangalore.
Year of Passing: 1996

Secondary Education

Karnataka Secondary
Examination Board –Bangalore
Year of Passing: 1991

Career Objective:

Seeking a secretarial position with 6 years 6 months of experience in operations coordinator, office administration, project planning and customer rapport. Looking to work as a professional secretary in an expanding organization that provides opportunity for career advancement.

Core Competencies:

- Excellent communication and interpersonal skills
- Strong organizational and time management skills
- Ability to manage in a diverse environment with a focus on client and customer services
- Strong leadership and motivating skills including the ability to build strong relationships with customers and staff
- The ability to think quickly, work in stressful circumstances and stay calm
- Financial, budgeting and stock-taking skills
- Knowledge of food, food hygiene (including hazard analysis and critical control points) and food preparation.

Professional Experience:

Gulf Mahmal Support Services Company Ltd, Eastern Province, AL-Khobar, Saudi Arabia,
Projects Cost Controller – Industrial Catering Company
August 2016 to October 2020

Job Profile

- To make the mobilization plan with all the requirements for the new project.
- To coordinate the activities of the Projects & other department concerned with operations.
- To monitor projects & contracts to ensure that the efficiently & effectively provide needed service because staying within the budgetary limits.
- Manage & schedule the movement of goods & staff within different projects as and when required.
- Ensure that the employees, the management down to the supervisor are fully aware & conversant with the company's policies as well as all the requirements.
- Ensure high quality food & service.
- Establish Standards for personnel performance & customer service.
- Coordinate assignments of cooking personnel to ensure economical use of food and timely preparation.
- Monitor budgets & payroll records and review financial transactions to ensure that expenditures are authorized & budgeted.
- To recommend, plan & promote training for all level of employees to assure that all personnel & supervisors are competent to carry out & discharge their responsibilities.
- Able to effectively control the Food & Beverage Cost.
- Prepare variance analysis for food & beverage.
- Planning, organizing, coordinating, and controlling stock and

<p><u>Personal Data:</u></p> <p>Name :HussainSab A Badeghar</p> <p>Nationality: Indian</p> <p>DOB :11th Sept, 1974</p> <p>Sex : Male</p> <p>Languages Known : English, Hindi & Kannada</p> <p>Marital Status: Married and blessed with a Son.</p> <p>Passport No : L3242566</p> <p>Hobbies: Playing Chess, Cricket, Football, Internet Surfing etc.</p> <p>Vaccination Status: Yes</p> <p>1st and 2nd Dose of Covishield</p>	<p>inventory of food and beverage items. Extensive knowledge of inventory management systems and procedures</p> <ul style="list-style-type: none"> ➤ To prepare menu costing, menu pricing and introducing or changing of menus. ➤ Check the Daily Food cost within target Cost. ➤ Responsible to maintain the Menu Pricing, Consumption. ➤ Check and ensure that no material is issued out from the store without requisition or approval from the respective department head. ➤ Checking Monthly Site Requisitions & Internal Store Requisitions ➤ Experience in stock checking and maintaining inventory monthly basis. ➤ Responsible for preparing daily Food Cost Report and distribute to management. ➤ Excellent analysis, computer, and computer skills ➤ Check the daily, weekly, and monthly reports from the Projects before submitting to respective Departments. <p>Gulf Mahmal Support Services Company Ltd, Eastern Province, AL-Khobar, Saudi Arabia, Operations Coordinator – Industrial Catering Company June 2014 to July 2016</p> <p>Job Profile</p> <ul style="list-style-type: none"> ➤ Up- dating all the files for ISO and HACCP requirements. ➤ Decision making skills ➤ Verbal and written communication ➤ Computer and technical skills ➤ Typing and note-taking ➤ Problem solving and critical thinking ➤ Attention to detail ➤ Flexibility and adaptability ➤ Consolidating all the General Audits Reports, Expense claims, Timesheets to and from the Projects ➤ Providing information to the Projects as Operations Manager requires doing so through Memorandum. ➤ Only authorized decision can be made and on limited manner. ➤ Filing all the records pertaining the entire Operations. ➤ Coordinating with Personnel Department on the issues of staff performance in the Project. ➤ Has always kept in pace with the fast-changing technology and updated myself with the latest trends in MS Office. ➤ Possess strong will and commitment to address the needs of the organization. <p>Chetan College MBA Hubli, Jain College Hubli , CMS Bengaluru , Icafi National College MBA Hubli IT Support Engineer April 2006 to May 2014</p> <p>Job Profile</p> <ul style="list-style-type: none"> ➤ Assembling and installing systems. ➤ Troubleshooting problems at client places.
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- Responsible for installations, configurations and maintenance of WinXP, Win7, Win10.
- Troubleshooting of LAN.
- Played a key role in establishing IT Lab at ICFAI National College, Jain College and Chetan B-School.
- Oversees and updates assigned support service requests, handling daily technical support activities on desktop support.
- Works independently in troubleshooting and providing solutions to unresolved hardware and software problems through trouble-ticket system.
- Provides a single point of contact for end users to receive support and maintenance within the organization's desktop computing environment.
- Troubleshoot for Windows and have good working knowledge of Office products.
- Provides user support and technical issue resolution.
- Installs and performs minor repairs to hardware, software, and peripheral equipment, following design or installation specifications.
- Sets up equipment for employee use, performs or ensures proper installations of operating systems and appropriate software and hardware.
- Maintains record of daily data communication transactions, problems and remedial action taken, and installation activities.
- Answers user inquiries and conducts computer diagnostics to investigate and resolve problems and to provide technical assistance and support.
- Has always kept in pace with the fast changing technology and updated myself with the latest trends in MS Office.
- Prepares evaluations of software or hardware and recommends improvements or upgrades.

Accomplishments

- Created Camp Accommodation Check In Check Out customer template to overcome the errors in billing.
- Created Daily, Weekly and Monthly Project wise template to keep track of daily food cost within target cost
- Level 2 Award in Food Safety in Catering(QCF)

Declaration:

“I hereby **declare** that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.”

Place: Hubli

Your Truly

Date: 02.11.2021

HussainSab Badeghar