



ZUBAIR SAGHIR

ABOUT ME

+973 3683 2882

P.O. Box 2103, Adliya, Bahrain

zubairsagheer@live.com

PERSONAL INFORMATION

- Marital status: Married
- Nationality: Bahraini

REFERENCES

Mr. Abdul Rauf
+973 3966 7752

Mr. Roufel Chowdhury
+973 3666 1023

LANGUAGE

ARABIC	
ENGLISH	
URDU	

Career Objective

I possess communication skills and aptitude to work in a team. As I possess little strength and within affinity towards inter-personal skills, I believe, I can pursue my goals of building a good carrier with an intention of effectively contributing my best to the organization. It is my ambition to be employed by professional firm with an excellent reputation that offers increasing possibilities for career development and feature enhancement. I am looking forward to a challenging and rewarding task where I can apply my long extensive gained experience.

EDUCATION

- 2006 - 2008, Bahrain Institute of Hospitality & Retail, Bahrain.
- 2004 - 2005, A Level's From Gulf Academy of Bahrain, Bahrain.
- 2004 Completed Matriculation from Pakistan Urdu School.

EXPERIENCE

January 2013 – Present Landscape Operations Supervisor
Reef Facilities Management, Reef Island Project Bahrain

Principal Responsibilities:

- Supervising and coordinating activities of workers engaged in maintenance.
- Directing workers in maintenance and repair of all machineries and tools.
- Supervising workers engaged in maintenance of all areas.
- Participating & conducting routine training sessions to maximize production & efficiency.
- Interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; Rewarding and disciplining employees; addressing complaints and resolving problems.
- Supervising all landscaping & property personnel, duties include planning, scheduling, organizing and directing work, training personnel, and recommending applicants for employment or for discipline, termination or retention.
- Maintaining records of jobs performed, departmental hours worked by employees.
- Coordinating activities with other trades areas and contractors.
- Maintaining effective communication with faculty.
- Assigning crews to specific projects and tasks. Overseeing the quality and quantity of work produced in assigned areas.
- Performing preventative property maintenance to keep the property functioning in top condition.
- Responsible for the physical management of the property, including regular maintenance and emergency repairs.

● **March 2012 - Jan 2013**
Lulu Tourism Company, Reef Island Project, Bahrain

Principal Responsibilities:

- Major responsibilities of local suppliers in corresponding with the Project Manager, and its department in completing all belonging to complete all related requirements to deliver the materials in terms of interior designing & construction materials (such as electric, mechanics and technical) and all related works to complete all areas of the Island.
- Major responsibilities of International suppliers are, placing orders for all items (such as furniture, marble, stones, porcelain, mosaics, sanitary wares etc) by corresponding with procurement committee after selecting and architectural designs for all types of products.
- Close Interaction with accounts department in terms of payments to suppliers after reconciliation to transfer funds by receiving goods at our Island.
- Arranging all requirements in importing goods through best logistic solutions.
- Receiving goods based on an actual order, inspection and properly allocating to required warehouses.

● **April 2010 - January, 2012**
Damco, Maersk Line Bahrain SPC

Executive Operations / Sales Support

Principal Responsibilities:

- Maintain and develop close relationship with all customers, providing a pro-active service, instant problem resolutions, constant follow up.
- Liaising directly with all suppliers including lines, trucking companies and other Damco offices.
- Providing correct, comprehensive and timely quotations to all customers.
- Invoicing, Completing Estimates, Approving vendor invoices, Timely collection of payments Arrange all the Custom Clearance, Trucking, Legal entities, booking, Lashing, storage, tracking, Issuing Waybills, Delivery Order, Container Forms, Invoicing, Vendor Payments, and also customer related issues.

● **June 2007 - 2010**
Maersk Line Bahrain SPC

Worked in Administration in HR Department & Customer Services for 3 years.

● **Soft ware skills**

- Microsoft Word, Excel, Power Point,
- SAP, MODS, CICS, GCSS, FACT

● **Skills**

- Strong interpersonal, analytical and decision - making skills
- Ability to perform and handle challenging situations
- Excellent written and communication skills (English, Urdu)
- Customer focused/ Service orientated

I certify that all above information stipulated are true to the best of my knowledge and hope that opportunity is given to me to serve your esteemed organization to my fullest capability.