



PROFILE

Father Name: Muhammad Bashir
Date of Birth: 10-03-1987
Nationality: Pakistani
Status: Married
Religion: Islam

CONTACT

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LANGUAGES

- Urdu
- English

SKILLS

- Management
- Microsoft office
- Presentation skills
- Windows OS
- Real Estate business
- Sales and Marketing
- Valid deriving license

Faisal Bashir

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I demonstrated the ability to work under intense pressure, sell products and services to customers from all backgrounds, handle customer complaints and solve problematic situations and I have worked on multiple positions.

Work experience

Facility supervisor Dusurve-UAE

March 2022-Aug 2022

- Train housekeepers on cleaning and maintenance tasks
- Oversee staff on a daily basis
- Check rooms and common areas, including stairways and lounge areas, for cleanliness
- Schedule shifts and arrange for replacements in cases of absence
- Establish and educate staff on cleanliness, tidiness and hygiene standards
- Motivate team members and resolve any issues that occur on the job
- Respond to customer complaints and special requests
- Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves
- Participate in large cleaning projects as required
- Ensure compliance with safety and sanitation policies in all areas

Aramco projects:

❖ **Camp boss Tamimi Global Saudia**

July 2019 - July 2021

- I maintained catering at kitchen department, Housekeeping, Labor camp, staff and camp, office.
- I also maintained the daily man days of the employees who are having Breakfast, Lunch and Dinner.
- Providing a monthly report to the Management highlighting the total Check- In's & Check -Out's in the Camp.
- Endorsing also the Monthly Man days to the management.
- Providing accommodation to the employees who are arrival form vacation, mobilization and demobilization of the employees.
- Resolving issues of the employees residing in the camp.
- Checking daily Sewage Water, LP. G. Gas tank etc.

- I maintained VIPs rooms, Seniors' rooms, Juniors rooms, labor rooms, Nationality wise, such as Indian, Pakistani, Nepali, Srilank,
- Take care of transportation.
- Take care of safety and Medical
- I maintained sweet water & raw water in the camp

❖ **Administration Officer**

Tamimi Global, KSA

April 2017 - June 2019

- Provides secretarial, administrative and clerical support to assist department operations as needed.
- Provided guidance to community members regarding operations to ensure they understand processes and the required paperwork.
- Screened 15+ phone calls a week from clients to solve issues and redirect as needed. Identifying opportunities for improvement
- Performed a variety of secretarial duties with an unmatched attention to detail.
- Acted as a liaison between office staff and customers thanks to excellent customer service skills.
- Used a complicated spreadsheet program to update and maintain a variety of medical documents and administrative records. On site.

❖ **Facility supervisor**

Tamimi Global Saudia,

April 2016 - March 2017

- Coordinate with clients and performs duties
- Plan and implement preventive maintenance program
- Coordinate with clients for major functions
- Coordinate with reception desk supervisor for all complains
- Encourage staff to participate in difficult tasks
- Always solves emergency tasks on priority base
- Report any missing or absent staff to management
- Training to staff using proper PPE
- Attend report to any health or accident to site manager
- Identifying opportunities for improvement
- Arrangement of training for staff
- Maintaining accommodation discipline
- Performance analysis and report to management for promotion, salary increasing etc.
- Maintaining material stock and request for new stock

❖ **Sales executive**

Imex associates isb

May 2013 – March 2016

- Meeting and greeting customers and making them feel welcome
- Devising and implementing the organization's sales strategies
- Finding new channels for selling and distribution of products
- Building rapport with a Demonstrating product to customers

- Maintaining good business relationships with existing clients
- Liaising with suppliers and manufacturers on a daily basis
- Holding meetings to discuss progress of existing projects
- Deal with customer feedback, enquiries, complaints and refunds
- Ensuring that business paperwork is stored in a secure location
- Protecting client's personal data and information
- Liaising with head office to ensure relevant stock is delivered on time
- Responsible for the marketing and advertising on new and existing products
- Ensuring sales targets are met before the specified deadlines
- Supervising junior sales representatives
- Participating in meetings with the organization's board of directors
- Providing excellent customer service to all customers, at all time

EDUCATION

- **Hazara University**
2013
Master in Business Administration (MBA)
 - **Hazara University**
2010
Bachelors of Arts (BA)
 - **Islamia College Mansehra**
2007
FSC (Computer Science)
 - **Government High School Palsala**
2004
Matric (Science)
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