



CURRICULAM VIATE.

Ubaidulla Liyakat Ali Jaffer.

LOCATION
United Arab Emirates

MOBILE NUMBER
055-5304148

EMAIL
Ubaidjaffer@gmail.com

Objective:

A result oriented professional with over 4 years track record of achievement in sales and business development portfolio, for Trading companies, is Seeking position to learn, challenging & progressive career in a reputed company which could provide me with sufficient opportunities to apply my academic knowledge and skills, for achieving organizational goal & as well as my personal enrichment.

Skills:

- ◆ Proficient in oral as well as written English and Hindi communication.
- ◆ Confident and Determined & Ability to cope up with different situations.
- ◆ Positive Attitude towards work.
- ◆ Eager to learn new tasks and procedures and absorb information.
- ◆ Dynamic ability to work under pressure.
- ◆ Excellent communication and correspondence.
- ◆ Great ability in undertaking responsibilities and major tasks.
- ◆ Ability to motivate and encourage team members.
- ◆ Time management.
- ◆ Self-management.

Work Experience:

Company : Al Qaied Trading-Sharjah.
Designation : Sales Executive.
Period : April 2017 till date.

Responsibilities & Duties

- ◆ Following-up the Day-to-Day business.
- ◆ Solving Day-to-Day business process malfunctions.
- ◆ Ensure high levels of customer satisfaction through excellent sales service.
- ◆ Follow-up for collection with Customers.
- ◆ Regularly visiting to the Market.
- ◆ Developing of new Customers.
- ◆ Up-dating Manager Development in the market.
- ◆ Market Research-Client Relationship.
- ◆ Achieving Organizational-Sales Goals.
- ◆ Daily report to Sales Manager.

Company : Bredero Shaw (Pipeline Company) - RAK, UAE.
Designation : Safety Officer.
Period : 02nd Feb 2016 to 18th Jan 2017.

Responsibilities & Duties

- ◆ Establishes safety standards and policies as needed.

- Responds to employees on the safety concerns.
 - Coordinates registration and removal of hazardous waste.
 - Advising and instructing on various safety-related topics (noise levels, use of machinery etc.)
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- Conducting risk assessment and enforcing preventative measure.
 - Oversee installations, maintenance, disposal of substances etc.
 - Stop any unsafe acts or processes that seem dangerous or unhealthy
 - Record and investigate incidents to determine causes and handle worker's compensation claims.

In Plant Training (Safety)

- As a part of my curriculum, I underwent in plant training at Kerala.
- Training for 6 months.

Job Role:

- To conduct Toolbox Talks, i.e. training and instruction to the workforce and keeping notes on toolbox sheets.
- To give advice on safe work practices, and to promote good safety culture.
- To keep record of safety matters and prepare Monthly Safety report.
- To train and instruct for issuing permits to work, pre-job meetings to coordinated works to avoid interferences or incompatibilities between the different teams working on site.

Education Qualifications:

- Passed NEBOSH (International Health and Safety practical application) IGC 3 UK in year 2013.
- Passed Diploma in Fire and Safety from NIFE India in year 2013
- Passed 12th (H.S.C.) from Maharashtra State Board Pune in year 2009.
- Passed 10th (S.S.C.) from Maharashtra State Board Pune in year 2007.

Computer Skills:

- Have completed MS-OFFICE (Word, Excel, and Power Point) course.
- **Others:** Internet Applications.

Personal Details:

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| • Nationality | : Indian |
| • Date of Birth | : 16/07/1990 |
| • Sex | : Male |
| • Religion | : Muslim |
| • Marital Status | : Married. |
| • Passport No. | : H7962158. |
| • Place of Issue | : Thane (India) |
| • Visa Status | : Employment Visa, |
| • License | : Holding a valid UAE Driving License . |

Hobbies and Interests:

- Extreme adventure sports, Volleyball & Cricket, Team Sports, Computer & Net surfing, Traveling, Swimming, etc.

I hereby declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief, Assuring you of my best services always.

References: upon the request references will be provided.

Ubaidulla Liyakat Ali Jaffer.
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