

Hussain Nazim (A063903) – Cinema Assistant

Ma.Eynaaz, 5B, Saima Goalhi, Male', Maldives
h.nazim807@gmail.com
+960 9822219

Personal Statement

Professional and diligent bilingual individual with a proven track record of providing outstanding customer service, acting, modelling and supervision. Worked as a floor supervisor at Dutyfree for four years.

Throughout my career, I have worked at the front line of corporate operations dealing with clients, customers, and visitors on a daily basis.

Educational History

- GCE 'O' Level – Majeediyya School
- Foundation of Business administration – Villa College

IT Skills

Microsoft Office: PowerPoint, Word, and Excel.

Core Skills

- Business Administration
- Customer Service
- Call Handling
- Visitor Logs
- Staff Management
- Reception
- Payment Processing
- Modelling and Acting

Employment History

2018– Present: Freelance Acting and Modelling

Acting

Has been acting in “karu hakuru” show; on BAISKOAFU application of mobile phone. Modelling for advertisements and Public Service Announcements.

2014– 2017: Senior supervisor at Duty free

Key Responsibilities

- Ensuring cleanliness of staff in line with health standards.
- Supervised and managed a team of 25 staff members, created their work schedules and responsible for finding replacements for ill employees.
- Maintained a detailed duty log in case of security breaches.
- Was responsible for meeting and greeting visitors, and ensuring their queries were answered, and demands were met.
- Answered telephone inquiries.
- Organised staff meetings, and finding immediate solutions for reasonable issues.
- Supervising cash counters.

Key Achievements

- Hosted the annual event of the company as the Master of ceremony.
- Provided training for employees (new and existing).
- Provided trainings to be a Master of ceremony.
- Provided adequate help and guidance in compiling SOPs and Grooming standards.

Hobbies and Interests

Fluent in English and Hindi.

References:

Moosa Nabeel
9791666
Senior Supervisor
Duty-free

Mohamed Munthasir
7773289
Director
Orkeyz Inc
Production House.