

Sameey Hussain Dar

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Career Objective

To associate with a forward-thinking organization where I can channel my efforts, talents, and dedication to contribute meaningfully to its growth and success. I aim to be a proactive team member, embracing opportunities that challenge me to think innovatively, enhance my skills, and foster creative problem-solving. My goal is to work in an environment that not only encourages professional excellence but also supports personal development by offering diverse learning experiences, enabling me to consistently deliver value and exceed expectations in every endeavor.

Education

- **M.Com. (Master of Commerce) 2020 (7.02/10)**
Indira Gandhi National Open University (IGNOU), New Delhi, India
Focused on advanced accounting, financial management, and business strategies.
- **MBA (Master of Business Administration) 2017 (7.03/10)**
University of Kashmir, Hazratbal Srinagar, Jammu and Kashmir, India
Specialized in management principles, organizational behavior, and strategic planning.
- **B.Com. (Bachelor of Commerce) 2014 - (9/10)**
Islamia College of Science and Commerce, Srinagar, Jammu and Kashmir, India
Covered foundational courses in accounting, business law, and economics.

Pharmacy Assistant, Kulud Pharmacy, Qatar (August 2024 – Present)

- Promoted to Pharmacy Assistant after excelling as a cashier, demonstrating strong organizational and customer service skills.
- Assist customers with selecting medications and provide accurate guidance on proper usage.
- Maintain compliance with pharmacy standards and ensure timely inventory restocking.
- Support the pharmacy team in delivering seamless and efficient service to customers.

Cashier, Kulud Pharmacy, Qatar (April 2022 – July 2024)

- Managed daily cash transactions, ensuring accuracy and efficiency in processing customer payments.
- Provided excellent customer service by addressing inquiries and resolving concerns professionally.
- Contributed to maintaining an organized work environment and supporting the pharmacy team.
- Handled stock updates and coordinated with team members to meet operational goals.

Front Office Manager, Hotel Sun Shine, India, Srinagar (May 2017 - Nov 2021)

- Managed guest relations by addressing inquiries and ensuring high levels of satisfaction.
- Supervised front desk operations, including reservations and check-ins/outs.
- Implemented strategies to improve customer experience and operational efficiency.

Customer Service Representative, Access Airtel, India, Srinagar (Apr 2013 - Sep 2014)

- Delivered exceptional support by resolving customer queries effectively.
- Assisted in troubleshooting technical issues and provided relevant solutions.
- Maintained detailed logs of customer interactions to improve service quality.

Consultant, Kashmir Education Consultants, India, Srinagar (Feb 2010 - Jan 2013)

- Guided students on educational opportunities and career paths.
- Organized seminars and workshops to provide insights into higher education.
- Collaborated with institutions to streamline the admissions process for students.

Key Skills

- Management and Leadership
- Accounting and Financial Analysis
- MS Office and Windows OS
- System Troubleshooting
- Communication and Interpersonal Skills
- Problem Solving and Critical Thinking
- Technical Acumen
- Flexibility and Adaptability

Technical Skills

- Proficient in Tally ERP and MS Office Suite for financial analysis and reporting.
- Knowledge of Database Management Systems for handling structured data.
- Familiarity with IT troubleshooting and hardware maintenance to ensure seamless operations.

Management Skills

- Strategic Planning and Execution for achieving organizational goals.
- Team Management and Coordination to enhance team performance.
- Efficient Resource Allocation to optimize productivity and reduce costs.
- Performance Monitoring and Reporting to ensure continuous improvement.

Soft Skills

- Strong Communication and Presentation Skills for effective collaboration.
- Creative Problem Solving to address challenges innovatively.
- Adaptability to Dynamic Work Environments, ensuring flexibility in diverse roles.
- Time Management and Organization to meet deadlines efficiently.

Achievements and Awards

- Secured top positions in quiz competitions at school and college levels, showcasing analytical and problem-solving skills.
- Consistently recognized for outstanding contributions to academic and extracurricular programs.

Certifications

- 6-month Basic Computer Course focusing on MS Office and digital literacy.
- Tally 9.0 Certification emphasizing financial management and accounting practices.

Volunteer Activities

- Organized educational counseling programs to promote academic growth in the community.
- Active member of Al-Qayim Social Welfare Committee, contributing to societal upliftment.
- Led annual village cleanliness campaigns to encourage community involvement and environmental awareness.

Languages

- **English:** Read, Write, Speak
- **Urdu:** Read, Write, Speak
- **Kashmiri:** Read, Write, Speak
- **Arabic:** Read, Write
- **Hindi:** Speak

Personal Information

- **Name:** Sameey Hussain Dar
- **Father's Name:** Mohd Akbar Dar
- **Date of Birth:** 10-10-1993
- **Marital Status:** Unmarried
- **Nationality:** Indian