



# **CURRICULUM VITAE**

NAME: **LARAIB PERVAIZ**

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## **CAREER OBJECTIVE:**

- ❖ *Passionate Foodservice Industrialist Worker with a 4 years' experience in the GCC market, seeking a leadership position that I believe would match my quality and skills as per my qualification and experience. Facing new challenges and looking to join a progressive organization that has the need for a professional and offers opportunities for advancement where I can successfully use knowledge and skill acquired with total commitment to the job assigned.*

## **EDUCATION QULIFICATION:**

- ❖ **FACULTY OF ARTS**– National Textile Institute, Islamabad, Pakistan (Intermediate June 2017)
- ❖ **S.S.C** – Grammer School Rawalpindi, Islamabad, Pakistan (March 2016)

## **KEY SKILLS:**

### **Communications**

*Strong in self-correspondence. Expert in tailoring information for specific reports)*

### **Customer service & Relations**

*Experienced in dealing with customers, handling client queries, responding to queries and providing feedback to management.*

### **Computers and Internet**

*Wide-ranging familiarity with computing skills such Oracle JDE, Microsoft Office*

### **General**

*Reliable, creative problem-solver. Always trying to make things better. Effective under pressure.*

## **EXPERIENCES:**

### **Sales Executive – MasterChef Foodservice Company LLC (Nov 2021 – Till Date, Foodservice Division-Al-Ain Region)**

#### Job Profile: -

- ✓ *Handling the Hotels, Catering, Wholesalers, Restaurants and QSR.*
- ✓ *Working closely with all Executive Chefs or Decision makers*
- ✓ *Responsible for achieving Monthly Sales Target or Sales Budgets*
- ✓ *Product launch with various Food testing with Key Brands and tracking of the product growth in the region*
- ✓ *Create effective contacts and build Customers relationship at all levels and create effective communication between customers & company*
- ✓ *To find a solution with an alternative product for sudden problems due to delay in shipments and requirement immediately*
- ✓ *Plan the most productive use of time for ensuring maximum turnover, productivity and profitability*
- ✓ *Developing the prospect clients and maintaining the current existing customers.*
- ✓ *Promote brands of the company's high image with the trade and consumer*
- ✓ *Product launch and tracking of the product growth in the region*
- ✓ *Manage the entire customer service processes such as Customer Registrations, Payments, Order Bookings, Dispatches, Deliveries and customer complaints management.*

### **Sales Supervisor in Donuts Time Group (Oct 2019 – Nov 2021, (Al-Ain Region)**

#### Job Profile: -




- ✓ *Maintains a steady Leadership Presence on the floor, interacting with customers, team members and vendors to ensure daily Operations are running smoothly and high hospitality standards are met.*
- ✓ *Train, Motivate, mentors and organizes team members.*
- ✓ *Purchases supplies, beverages and equipment per the direction of the QSR Owner*
- ✓ *Monitors inventory, Checks orders and distributes supplies as needed throughout the Section.*

- ✓ *Manages daily Transactions and ensure accurate accounting*
- ✓ *Records shift notes and assists the administrative duties such as Scheduling when needed*
- ✓ *Ensures department complies with all quality, health, safely and Sanitation Standards*
- ✓ *Handling official Documents, investigates and resolves guest incidents*




### **ACHIEVEMENTS:**

- ✓ *Awarded Best Sales Executive of the Q3 in MasterChef Foodservice Company*

### **PASSPORT DETAILS:**

-  *Passport No : AS3992214*
-  *Visa Status : Visit Visa*
-  *Place of Issue : Dubai*

### **PERSONAL PROFILE:**

-  *Nationality : Pakistani*
-  *Sex : Female*
-  *Date of birth : 27 July 1998*
-  *Marital Status : Single*
-  *Languages : English, Hindi, Urdu and Arabic*
-  *Holding UAE and International GCC Driving License*

### **DECLARATION**

*I Declare that the information given above is correct to the best of my knowledge and belief*