



## About me

I'm a very flexible, reliable, resourceful person. I'm passionate about my work and I know how to get the job done. I am an open honest person who doesn't believe in misleading people and tries to be fair in everything. I am competent in the use of technology, and willing to undertake further training and development. I am currently looking to work for a company which offers a modern and friendly working environment.

### Academic Qualifications

University of South Africa  
May 2020  
Bachelor of Accounting Science

### Certifications:

-1year course in Introduction to Internal Audit Process.  
-Certificate course in accounting Tally and Sage Pastel system.  
-Certificate in Airport Ground Handling Services and Airline Reservations System.

### Skills:

Sales, Marketing,  
Ticketing,  
Customer Service  
Retail Operations,  
Critical Thinking,  
Problem solving,  
Empathy,  
Self-Review,  
Payroll Assist,  
Reconciliations,  
Communications  
Time management

### Hobbies:

Travelling, Swimming,

# ZIYAAD BAPOO

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Visa Status: UAE Visit Visa: Languages: English, Hindi

Nationality: South African

Driving License: South African

✉️: ziyadbapoo@yahoo.com

## Work Experience

### Store Manager

Sep 2014 – Dec 2018

Super Savers (Pretoria)

#### **Duties:**

- Implementing store strategies to raise customer pool, optimize profitability and monitor variable cost.
- Overseeing daily business operations and responsible for hiring.

**References:** Solly Tel: +27 84 786 6100 tents44@yahoo.co.za

### Accounts Assistant

Jun 2013 - Aug 2014

NYZ-AFRIPEAK (Cape Town)

#### **Duties:**

- Responsible for processing all the business transactions.

**References:** Khaleel Datay/Shenaz Tel: +27 696 4631 khaleel@datay.co.za

### Counter Staff & Butler

Dec 2010 – May 2013

Food Inn (Pty) Ltd Cape Town

#### **Duties:**

- Overseeing all aspects of the dining experience, including setting up reservations seating, and ensuring that guests have a positive experience.
- Monitoring and maintaining inventory levels of food and supplies to ensure adequate supply levels and determining staffing needs based on events.

**References:** Faisal Tisekar: Cell +27 74 995 6147 faisaltisekar@foodinn.co.za

### Transport Co-ordinator & Shipping Clerk

Feb 2010 – Nov 2010

National Transport (Navi Mumbai)

#### **Duties:**

- Preparing paperwork and scheduling shipments and planning logistics.
- Help load and unload goods from distribution trucks.

**References:** Abdulla Tel: +91 9324716848 nationaltransport55@yahoo.com

### Airport Customer Service Agent

May 2008 - Jan 2010

CST Mumbai International Airport (Mumbai)

#### **Duties:**

- Ensuring a high level of customer satisfaction through excellent service.
- Assisting with check-ins, boardings, arrivals, pre and post flight work.

**References:** Sandeep Kelkar: Cell +91 9920169445 Tel +91 2224711139

### Events Co-ordinator/Promoter

May 2006 – Feb 2008

Variant Media and Events (Pune)

#### **Duties:**

- Create awareness and generate interest in various kinds of events.
- Assist team in organizing the various parts of an event activity.

**References:** Pramod Chougule: Cell +91 9881004959 variantproductions@vsnl.net

### Sales Associate

Oct 2004 - Mar 2006

Crossroads Shopper – Tainment Pvt. Ltd. (Pune)

#### **Duties:**

- Greeting and interacting with customers, assisting in finding the products.
- Maintaining a clean work environment, organizing food displays, and stocking shelves with products for customers.