



MUHAMMED RAFI J

IT CUM RESTAURANT MANAGER

CONTACT

-  **Address**
Dubai,Uae
-  **Phone**
+971-568362582
-  **Email**
rafij7737@gmail.com

VISA DETAILS

- **Visa Type : Visit Visa**
- **Expire Date : 18/02/2024**

EDUCATION

2018
DIPLOMA IN CIVIL ENGINEERING
Psn College/Anna University

2016
+2 IN COMPUTER SCIENCE
Vvhss Poredom/kerala State Bord

PROFESSIONAL SKILLS

- AutoCAD
- Ms office
- Excel
- Marketing
- Customer Management
- Observation
- Decision making
- Communication
- Multi-tasking

PROFILE

Motivated Construction Site Supervisor has a broad knowledge of all construction subtrades and the ability to monitor all aspects of a construction site. Has excellent oral and interpersonal skills and leadership abilities. Has a Diploma in Civil Engineering and has 4 years of Construction Site Supervisor experience.

EXPERIENCE

01/09/2022 To 30/09/2023

Chicaza Fried Chicken I Kollam,Kerala,India

IT CUM RESTAURANT MANGER

- Running regular checks on network and data security.
- Identifying and acting on opportunities to improve and update software and systems.
- Developing and implementing IT policy and best practice guides for the organisation.
- Designing training programs and workshops for staff.
- Conducting regular system audits.
- Running and sharing regular operation system reports with senior staff.
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages.
- Managing and reporting on allocation of IT budget.
- Providing direction for IT team members.
- Identifying opportunities for team training and skills advancement.
- Creating and implementing the organization's IT policy and best practice manuals.
- Organizing and establishing deadlines for major IT projects such system updates, migrations, upgrades, and outages.
- Supervise work at all levels (receptionists, kitchen staff, maids, office employees,etc.) and set clear objectives.
- Plan activities and allocate responsibilities to achieve the most efficient operating model.
- Manage budgets/expenses, analyze and interpret financial information and monitor sales and profits.
- Inspect facilities regularly and enforce strict compliance with health and safety standards.
- Collaborate with external parties such as suppliers, travel agencies,event/conference planners etc.

25/01/2022 To 10/08/2022

Zerofour Graphics I Al Qusais, Dubai,Uae

SALES EXECUTIVE

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages.
- Working towards monthly or annual targets.

01/05/2018 To 31/12/2022

Ganeesh Construction I Tvm,Kerala,India

SITE SUPERVISOR

- Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner.
- Conduct on site investigations and analyze data (maps, reports,tests, drawings and other).
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.
- Assess potential risks, materials and costs.
- Provide advice and resolve creatively any emerging problems/deficiencies Oversee and mentor staff and liaise with a variety of stakeholders Handle over the resulting structures and services for use.
- Monitor progress and compile reports in project status.
- Manage budget and purchase equipment/materials Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required.