

SUMMARY:

Seasoned finance professional with over 12 years of diverse experience in accounting, management, and hospitality. Advanced from Accountant to managerial roles with proactive learning. Optimized operations for a Grocery Store, enhancing customer experience. Demonstrates continued growth and impactful contributions in diverse leadership roles.



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EXPERIENCE:

Hostel Manager:

- Over 9 years of experience managing hostel operations, including two buildings at the Military College of Signals (NUST) and a private hostel, overseeing accommodation for 200+ students and 45 staff.
- Ensured top-tier living conditions by maintaining high standards in security, hospitality, housekeeping, and dining services, fostering a hotel-like environment.
- Led administrative and financial operations, optimizing budgets, cash flow, and cost-effective maintenance strategies for operational efficiency.
- Managed and motivated staff, streamlining schedules, delegating tasks strategically, and providing targeted training to enhance team performance.
- Enhanced dining services, consistently upholding high standards of quality and excellence, while developing and enforcing robust policies for smooth operations and strong internal controls.

Retail Manager:

- Successfully managed 24/7 Cash & Carry, establishing it as a premier late-night retail destination by ensuring round-the-clock convenience, strategic product placement, and exceptional customer service.
- Oversaw store operations and inventory management, handling budgeting, product displays, stock control, and staff records to maintain seamless business efficiency.
- Delivered outstanding customer service, resolving disputes professionally, fostering strong client relationships, and enhancing the store's reputation through effective merchandising and operational strategies.

Site Supervisor:

- Successfully established and managed a personal house-building business, overseeing multiple construction projects while ensuring quality standards, cost control, and timely completion.
- Handled end-to-end operations, including budgeting, supplier negotiations, material sourcing, and workforce management to optimize efficiency and profitability.
- Ensured strict adherence to safety regulations, project specifications, and scheduling, effectively managing multiple projects while maintaining high client satisfaction.

Volunteer Work:

- Contributed to the Doabba Foundation, collaborating on data collection initiatives in rural South Punjab to assess educational needs for constructing new schools.
- Conducted data coding and compiled summaries to facilitate comprehensive analysis and evaluation.

SKILL:

Administration Skills:

- Strong interpersonal abilities contributing to efficient administrative operations.
- Skilled in team building for cohesive administrative endeavors.

Human Resource Management:

- Proficient in fostering interpersonal relationships crucial for team dynamics.
- Skilled in building and leading teams towards collective objectives.

Training and Development:

- Demonstrated capability in cultivating strong team-building skills.

Computer/IT:

- Proficiency in MS Word, Excel & PowerPoint.
- POS, 3D studio Max, AutoCAD Civil, Peachtree and QuickBooks.

Language:

- Fluent in English, Urdu, and Punjabi

Education:

- Master in Commerce (M.Com)
- Bachelor in Commerce (B.Com)