



MOHAMMED JUNIED AHMED CHOUDHURY

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PROFESSIONAL SUMMARY

Motivated professional with 7 years of combined experience in restaurant management and administrative support. Proven ability to excel in both fast-paced and detail-oriented environments. Eager to join an esteemed organization where I can devote my skills and experience to work in an efficient manner.

EXPERIENCE

URBAN CURRY PVT LTD. – SILCHAR, INDIA

03/2022 – 12/2023

Administrative Assistant

- **Streamlined Office Operations:** Efficiently managed office operations and administrative duties, ensuring smooth day-to-day functioning of the company. Implemented new procedures and processes to improve efficiency.
- **Data Management:** Handled sensitive data in a confidential manner. Used advanced MS Office skills to create detailed reports, presentations, and spreadsheets.
- **Vendor Relations and Procurement:** Maintained strong relationships with vendors, negotiated contracts and managed inventory, leading to a 20% reduction in office supply costs.
- **Team Collaboration and Support:** Provided comprehensive support to team members, including scheduling meetings, organizing travel and effectively managing all essential tasks.

DOSATORY – KOLKATA, INDIA

10/2015 – 03/2020

Restaurant Manager

- **Customer Relations Management:** Built and maintained strong relationships with customers to enhance loyalty and satisfaction. Handled customer inquiries and complaints promptly and professionally, improving overall customer satisfaction by 20%.
- **Service Quality Assurance:** Ensured high-quality customer service by implementing effective training programs for staff, leading to an improvement in service speed and efficiency by 15%.
- **Operational Efficiency:** Managed daily restaurant operations, ensuring smooth and efficient service. Coordinated with kitchen and service staff for seamless operations, reducing customer wait time by 25%.
- **Team Leadership and Staff Development:** Led a team of 20+ staff members, providing training and development opportunities. Fostered a positive work environment, resulting in increased staff retention and productivity.

EDUCATION

BHARATIAR UNIVERSITY – COIMBATORE, INDIA

2012 – 2015

Bachelor of Business Management

SKILLS

- | | | |
|-----------------------------|-------------------------|-----------------|
| • Good Communication Skills | • Office Administration | • MS Word |
| • Organizational Skills | • Restaurant Management | • MS Powerpoint |
| • Attention to details | • Time management | • MS Excel |

LANGUAGES

- English
- Hindi