



A.H.M.'s
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,
ANJUMANABAD, BHATKAL-581320
(AFFILIATED TO THE KARNATAKA UNIVERSITY, DHARWAD)

**A SESSION ON HUMAN RESOURCE MANAGEMENT - JOB ANALYSIS AND
CAREER GROWTH by MR. SUHAIL JUBAPU (19-12-2021)**

INVITATION



AHM'S
ANJUMAN ARTS, SCIENCE, COMMERCE
COLLEGE AND PG CENTRE
AN IQAC INITIATIVE
PRESENTS

INVITATION

A Guest Session

**On HRM - Job Analysis &
Career Growth Planning**

RESOURCE PERSON

MR. SUHAIL JUBAPU
REGIONAL MANAGER
NESTLE, MALAYSIA



DEC 19 2021



10:40 AM

Venue:
College
Function Hall

organised by
Student Welfare Wing

PROF. MOHAMMED GANIM
STUDENTS WELFARE OFFICER

PROF. S A INDIKAR
IQAC COORDINATOR

PROF. MUSHTAQUE K SHAIKH
PRINCIPAL



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PHOTOS



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BIO-DATA OF THE RESOURCE PERSON

MOHAMMED SUHAIL JUBAPU

Mobile/WhatsApp: +971 50 6568648

Email: liahusm@gmail.com

LinkedIn:

<https://www.linkedin.com/in/mohammed-suhail-jubapu-19594815/>

Date of Birth: 28th Sep, 1974

Driving License: UAE & India

Marital status: Married

Languages: Arabic (Business), English, Hindi & Urdu



HOSPITALITY COMMERCIAL LEADER

A tactful Director of Sales in the Hospitality Industry for the GCC region, Leisure & Corporate. With expertise in international hotel brands, managing sales and ensuring revenue maximization for over 15 years. Versed in Business Development with over 5 years of captaining B2B particularly for the HORECA Sales & Marketing division in UAE and Malaysia for leading international F&B brands.

Key Strength Areas:

Leadership ~ Goal- Setting ~ Good Judgment ~ Effective Communication ~ Delegation ~ People Skills ~ Collaboration & Motivation ~ Empathy ~ Selling Skills ~ Strategist ~ Customer-driven Responsiveness ~ Social Selling

PROFESSIONAL EXPERIENCES

Dec 2017– Present:

Freelance Private Consultant – Sales and Marketing

- Provide consulting for Hotel Industry in GCC on project basis.
- Specifically worked with 2 major consulting companies based out of New York.
- Networking with senior leaders and peers from hospitality industry.
- Attend various networking events to get the latest trends and business information.
- Enrich sales aptitude through world-class sales learning in current economic conditions.
- Design and implement tactical account management initiatives.

Mar 2017– Nov 2017: Nespresso, Kuala Lumpur, Malaysia

B2B Key Account Manager – Luxury Hotels and Restaurants

Key Responsibilities:

- Provided Premium Coffee solutions for Luxury Hotels, Fine Dining Restaurants & Cafe's in Malaysia.



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- Negotiated with Hotel General Managers, F&B Directors, Purchasing Directors, Owner Representatives,
- Developed and maintained strong relationships with clients and retention of strategic customers.
- Established good relationships with existing customers by providing solutions that met their objectives.
- Arranged and scheduled Coffee tasting sessions, live demos and presentations.

Key Accomplishments:

- Integrated the entire Hotels, Restaurants and Cafe's (HORECA channel) for Nespresso Malaysia.
- Sealed deals with new hotel openings Marriott, Four Seasons, Hyatt, Sofitel, New World, Shangri-La.
- Achieved a double-digit growth for the channel with approx. NNS of \$1.5 Mio by end of 2017.

Mar 2014 – Feb 2017: Nestle Middle East FZE, Dubai, UAE

Key Account Manager – 4 & 5-star Hotel chains

Key Responsibilities:

- Offering Food & Beverage solutions to all the major 4 / 5-star hotel chains via Key Account approach.
- Communicated consistently with F&B, Purchasing and Culinary departments of all the hotels.
- Managed two leading global catering companies- Compass and Sodexo.
- Operated on Preferred Partner Project involving Nespresso, Waters, Cereals and Nestlé Professional.

Key Accomplishments:

- Acquired double digit growth rate for Hotels and Global Catering with NNS of \$ 2.9 Mio in 2015.

Sep 2012 – Feb 2014: The H Hotel, Dubai, UAE

Director of Sales

Key Responsibilities:

- Managed and executed the long-term and daily commercial strategy of the hotel.
- Aided in the annual business plan for all segments, key revenue depts., online and offline channels.
- New sources of business within all segments and collaborated with various teams to set up strategies.
- Participated in pricing strategies, promotional activities, resource planning and monitoring outcomes.
- Generated annual market segmentation.



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- Presented the annual sales action plan that aligned with budgets across all segments.
- Reviewed and analyzed various reports to monitor sales activities, departmental budgets and KPI's.
- Identified markets, opportunities for sales trips within assigned territories to manage travel expenses.
- Designed, implemented and supervised sales targets of the sales team.
- Recruited, selected, coached and motivated sales depart. associates to realize their potential and work.
- Clarified job description, goals and standards of performance to the team members.
- Maintained active communication and rapport with key councils, bureaus, Airlines, LHW Sales Offices.

Key Accomplishments:

- Managed to enter into contract with Saudi ARAMCO with a minimum revenue of AED 2 Mio in 2013.
- Generated significant volume of business from corporate accounts in KSA such as SABIC, Capital Market Authority, Saudi Telecom, Saudi British Bank, Al Jomaih Automotive, etc.

Oct 2009 – Aug 2012: The Address Hotels + Resorts, Armani Hotel Dubai, UAE
Assistant Director of Sales GCC and Corporate

Key Responsibilities:

- Undertook KSA market for all 5 hotels of The Address Hotels + Resorts and Armani Hotel Dubai.
- Initiated the CRO Toll Free number in the KSA market for all segments.
- Augmented market coverage through periodic sales trips for KSA based corporate and leisure accounts.
- Headed a team of three Sales Managers and a Coordinator.
- Engaged in the Budget presentation and HOD meetings for all the TAHR properties.
- Fostered relationships with the Key Corporate accounts locally and globally.
- Supported in developing sales and marketing strategies for the Corporate and GCC segments.
- Developed sales targets along with helping in career development plan management of the team.

Key Accomplishments:

- Planned and organized the GCC Road show in 2011 held in 6 cities.
- Spearheaded and boosted KSA business from AED 6.5 million in 2010 to AED 17 million in 2011.
- Promoted as Director of Sales for KSA market.

May 2007 – Sep 2009: Fairmont, Dubai, UAE



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Senior Sales Manager – Int'l and Local Corporate

Key Responsibilities:

- Created new business by managing the relationships of key Fairmont accounts: UPS, Cisco Systems, Shell, Microsoft, Credit Suisse, Merrill Lynch, Morgan Stanley, Goldman Sachs, Barclays Group, etc.
- Assisted Global Sales Offices and monitored the working relationships and production.
- Coordinated the hotel's participation in multiple property and company-wide campaigns.
- Conducted competitive analysis and trend monitoring to maximize market share.
- Prepared reports, tracked account production and developed customer action plans.

Key Accomplishments:

- Promoted to Senior Sales Manager since December 2008.
- Achieved "Fairmont Master's" title for over achieving the goal and awarded trip to US on April 2009
- Promoted to Director of Corporate Sales at Fairmont Abu Dhabi since June 2009.

Jan 2006 – Apr 2007: Kempinski Hotel – Mall of the Emirates, Dubai, UAE
Sales Manager

Key Responsibilities:

- Developed and maintained key accounts through personal sales calls, correspondence with existing / potential client base, and attendance at travel and related industry meeting / trade shows / sales blitz.
- Monitored and reviewed sales performance through weekly sales calls report.
- Assisted the DOSM in the preparation of the Marketing plan and the manning guide.
- Oversaw the Assistant Sales Manager / Executives and Coordinators and under their area of expertise.
- Updated the Senior Mgmt. on sales efforts progress and bookings, on matters of special handlings.

Jan 2004 – Sep 2005: Le Royal Meridien Hotel, Abu Dhabi, UAE
Sales Manager

Key Responsibilities:

- Promoted the Le Royal Meridien, Abu Dhabi in Dubai with an aim to drive incremental revenue.
- Maximized brand awareness of the hotel among high-profile customers.
- Planned and masterminded marketing promotions for the hotel that met customer preferences.
- Represented the hotel in major trade shows and exhibitions.



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Jun 2003 - Dec 2003 – Jebel Ali International Hotels LLC, Dubai, UAE
Sales Manager

Key Responsibilities:

- Channeled Corporate and Leisure Business for Hatta Fort Hotel.
- Organized Sales Blitz along with associates from Jebel Ali Int'l to establish contacts and data base.
- Created novel packages and fresh marketing ideas to promote business.

Jul 1999 - May 2003 – Marriott International, Dubai
Sales Manager – Leisure and Corporate

Key Responsibilities:

- Sales leader for Marriott International in Kuwait.
- Undertook networking with 20 offices in the M. East, African subcontinent to promote Marriott Hotels.
- Trained and coached travel agents on the use of the global distribution system for booking with Marriott.
- Dealt with phone calls for reservations from the M. East, African subcontinent for Marriott Int'l Hotels.

EDUCATION

- **Bachelor in Hotel Management**, Srinivas College of Hotel Mgmt., Mangalore, India, 1994 - 1997.
- **High School**, Emirates English School, Dubai, UAE, 1994.

TRAININGS AND WORKSHOPS

- Regional B2B Workshop, Singapore, 3 May -6 May 2017
- Regional Key Account Workshop, AOA region in Singapore, 22 Mar – 26 Mar 2015
- Hospitality Expansion Summit, InterContinental, Riyadh

TECHNICAL SKILLS

- Microsoft Office Suite [Word, Excel, PowerPoint]
- Marsha
- Opera
- Delphi



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Anjuman Arts, Science and Commerce College, Bhatkal		
A Session on Human Resource Management - Job Analysis and Career Growth		
Attendance Sheet		
19/12/2021		
S/N	NAMES	SIGNATURES
1	Abdul Ali	Abdul
2	Abdul Bari	Abdul Bari
3	Abdul Hai	Abdul Hai
4	Abdul Khadir Ahmed	Abdul Khadir
5	Abdul Khadir Izhan	Izhan
6	Abdul Rahaman Sayyaf Askeri	
7	Abdul Rahman Shabandri	AR Shabandri
8	Abdulla	Abdulla
9	Abubakar Siddique	
10	Abuzar	Siddique
11	Ahamed Shamveel Mulla	
12	Ahmed Zaid	Ahmed
13	Aiham	Aiham
14	Akarsh Ramdas Kharvi	
15	Al Sudais	AL SUDAIS
16	Alji Sakeeb	
17	Amaan Husain	Sakeeb
18	Anfal	Anfal
19	Basil Ahmed	Basil Ahmed
20	Bavoo Mohammed Noushad	
21	Bhargav Narayan Naik	Bhargav
22	Chetan Bhoja Naik	Chetan
23	Gangulli Mohammad Musab	Musab
24	Hrutik Parameshwar Devadig	
25	Ibrahim Gawai	Ibrahim
26	Ifraz Hassan Mulla	
27	K Hisham	Hisham
28	Kadru Mohammed Sufiyan	Kadru
29	Manegar Mohamed Nisfan	Nisfan
30	Mohammed Afraz Momin	Afraz
31	Mohammed Afzan	Afzan
32	Mohammed Aman	Aman
33	Mohammed Aouf Kashimji	Mohammed
34	Mohammed Azhar	Azhar
35	Mohammed Bilal	Bilal
36	Mohammed Danish	
37	Mohammed Faheem	Faheem
38	Mohammed Fares	Fares
39	Mohammed Fawaz	Fawaz
40	Mohammed Fouzan	Fouzan
41	Mohammed Hassan Buddu	Buddu



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Attendance Sheet		
19/12/2021		
S/N	NAMES	SIGNATURES
42	Mohammed Hussain	Hussain
43	Mohammed Jawwad Sakeena	Sakeena
44	Mohammed Mustajab Medical	Mustajab
45	Mohammed Naif	Naif
46	Mohammed Naveed Bangali	Naveed
47	Mohammed Raheef	Raheef
48	Mohammed Razan	Razan
49	Mohammed Razik	Razik
50	Mohammed Rehan	Rehan
51	Mohammed Sajjad	Sajjad
52	Mohammed Sauban	Sauban
53	Mohammed Sawab	Sawab
54	Mohammed Shamveel	Shamveel
55	Mohammed Shayan	Shayan
56	Mohammed Siyan	Siyan
57	Mohammed Suhaib	Suhaib
58	Mohammed Umais	Umais
59	Mohammed Uzair Sheikhji	Uzair
60	Mohammed Waseem Akram	Waseem
61	Mohiddin Asbah	Asbah
62	Mulla Mohammed Musavir	Mulla Musavir
63	Naif	Naif
64	Nufail Hussain	Nufail
65	Ponge Mohammed Nihaal	Nihaal
66	Prajwal Nagappa Kharvi	Prajwal
67	Rohan V Kharvi	Rohan
68	Salahuddeen Asadi	Asadi
69	Sayed Athaulla	Athaulla
70	Sehdaad Ahmed	Sehdaad
71	Shabandri Mohamed Yaqoob	Yaqoob
72	Shurooque Shams Ganguly	Shams
73	Syed Ahmed Sabir	Sabir
74	Syed Fataullah	Fataullah
75	Zaiyan	Zaiyan
76	Zishan	Zishan



Principal

Anjuman Arts, Science & Commerce
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Anjuman Arts, Science and Commerce College, Bhatkal

Ref. No.: SWO/221/2021-22/

Date: 15-12-2021

SEMINAR NOTICE

All the B.Com 2nd Year Students are hereby informed to attend a Session on **"HUMAN RESOURCE MANAGEMENT - JOB ANALYSIS AND CAREER GROWTH"** scheduled for **December 19, 2021** in **College Function Hall** at **10:40 am**. Explore the intricacies of job roles, skills assessment, and strategies for professional advancement.




Principal

Anjuman Arts, Science & Commerce
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REPORT: GUEST SESSION ON JOB ANALYSIS AND CAREER GROWTH PLANNING

Date: December 15th, 2021; Guest Speaker: Mr. Suhail Jubapu

Organizer: Student Welfare wing, Anjuman Degree College Bhatkal

Introduction:

Anjuman Degree College Bhatkal welcomed Mr. Suhail Jubapu, a distinguished professional with a rich background in various multinational corporations, to conduct a guest session on December 19th, 2021. The session aimed to delve into the crucial topics of job analysis, job description, and career growth planning, offering students valuable insights into navigating the dynamic world of employment.

Session Highlights:

The session commenced promptly at 10:40 a.m., with Mr. Jubapu captivating the audience with his extensive industry experience. Drawing from his illustrious career spanning companies such as Nestle, Address Hotels - Dubai, and Fairmont Hotels, he shared anecdotes and lessons learned, providing a real-world perspective on career progression.

Engagement and Interaction:

Students actively participated in the session, demonstrating keen interest in the subject matter. Mr. Jubapu's engaging presentation style encouraged an interactive dialogue, as students posed thought-provoking questions and sought clarification on various aspects of job analysis and career planning. The guest speaker skillfully navigated through the queries, offering valuable insights and practical advice tailored to the students' needs.

Insights and Learning:

Throughout the session, Mr. Jubapu shed light on the intricacies of job analysis and the significance of crafting effective job descriptions. He emphasized the importance of aligning personal goals with career aspirations, outlining strategies for professional growth and advancement in today's competitive landscape. Students gained valuable knowledge and perspective, equipping them with the tools necessary to make informed decisions about their future career paths.

Conclusion and Gratitude:

As the session drew to a close at 1:00 p.m., the students expressed gratitude to Mr. Jubapu for his enlightening discourse and invaluable contributions to their learning journey. Principal Prof. MK. Sheikh's presence further underscored the significance of the event, reinforcing the college's commitment to providing holistic education and fostering student development.



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In conclusion, the guest session served as a platform for meaningful exchange and learning, empowering students with practical insights and guidance to navigate the complexities of the professional world. The Student Welfare Office extends heartfelt thanks to Mr. Jubapu for his inspiring session and looks forward to more enriching collaborations in the future.

SWO
(Prof. Mohammed Ganim)



Principal
(Prof. M. K. Shaikh)
Anjuman Arts, Science & Commerce
College, BHATKAL (U.K.) 581320