



HABEEB RAHMAN KT
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Objectives

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

Duties and Responsibilities

- Perform consistent check-ins with patrons to ensure satisfaction and address complaint
- Assist a team of hostesses by greeting seating. And thanking customers
- Served patrons with water, co

Work Experience

- Worked as a salesman in a Roaster shop (2017-2019)
- Work experience as hotel receptionist (2016-2017)
- Working experience of supervisor as catering service (2015-2016)

Educational Qualifications

SL/ No	Course	Name of Institution	Board/University	Percentage Of Marks	Year Of passing
1.	B. Com finance	Learners college Puthanathani	University of Calicut	-----	2016
2.	+2 commerce	Govt. GHSS Athavanad	Higher secondary education	66	2013
3.	SSLC	Govt. HS Athavanad	State board of kerala	68	2011

Computer Knowledge

- Specialized in MS Office- Microsoft Excel Global Certificate Holder (2019).
- Specialized in Tally ERP 9.0, Peachtree Accounting Software.
- Knowledge in Computer Fundamentals, Windows XP, Windows 7.

Language Competency

- English : Speak, Write, Read.
- Malayalam : Speak, Write, Read.
- Hindi : Speak, Write, Read.

Abilities and Area of Strength

- Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
- Experience in office management with comprehensive problem solving abilities.

Personal Details

- Nationality : Indian
- Date Of Birth : 16/08/1993
- Marital Status : Married
- Father's Name : Mr. MUSTHAFA.KT
- Passport Number : NO317786 (INDIA)
- Date Of Issue : 15/07/2015
- Date Of Expiry : 14/07/2025

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Place: Abu-Dhabi

Name: HABEEB RAHMAN KT
