

Curriculum Vitae

Ahmed Rashid Hajwane

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❖ OBJECTIVES:

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

❖ EDUCATIONAL QUALIFICATIONS:

- **Academic Qualification** : Higher Secondary Certificate. (Mumbai University)
- **Safety Certification** : Personal safety & social responsibilities.
Personal survival techniques.
Fire prevention & fire fighting.
Elementary first aid.
- **Computer Certification** : Diploma in Office Automation.

❖ WORK EXPERIENCE:

1. Company : DFS Abu Dhabi Airport
Designation : Cashier
Experience : March 2013 – May 2014
2. Company : Al Majarah Residency I & II (Sharjah)
Designation : Receptionist
Experience : July 2014 – 31th Mar 2016
3. Company : Doha Gates (Qatar)
Designation : Front Desk Supervisor
Experience : Sept 2016 – 29th Nov 2019

❖ **EXPERIENCE PROFILE AND JOB RESPONSIBILITIES:**

- Greeted all customers coming to the hotel and over the phone pleasantly.
- Administered hotel activities and ensured optimal standards.
- Managed and ensured smooth check in and check out of customers.
- Monitored all guest requests and whenever required promoted all hotel facilities.
- Reconciled all invoice payments and other cash activities in shift.
- Ensured compliance to all department policies and procedures.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- supervised the arrival and departure of all guests coming into the hotel.
- Monitored all reservations as per the appropriate reservation procedure.
- Administered all guests and allocated room to guests.
- Trained all front office staff and monitored performances.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Hiring, managing, and developing the junior administrative team.
- Provide excellent customer service.
- Scheduling appointments.
- Supervise employees in the daily process of cleaning vacant and stayover guest rooms.
- Monitor and replenish cleaning products stock including floor cleaner, bleach & rubber gloves.
- Ensure all common areas are clean and represent the standards of the hotel.
- Train new employees on the duties and responsibilities of the department.
- Greet clients and visitors with a positive, helpful attitude.

❖ **PERSONAL DETAILS:**

Name	:	Ahmed Rashid Hajwane
Nationality	:	Indian
Date of Birth	:	31 st May 1987
Language Known	:	English, Arabic,
Religion	:	Islam
Passport Details	:	T2714530
		Expiry 06 th July 2026
Visa Status	:	Visit till May 2021

I hereby state that all the information prouder in my curriculum vita is genuine and correct and I am sure having given an opportunity to work your organization.

Yours Faithfully.

