

RESUME



ABUL HASSAN

PROFILE

Date of Birth

October 31, 1994

Address

International City U11

Phone

+971566191546

Religion

Islam

Country

Pakistan

Education

Intermediate Multan Board
Pakistan

PROFESSIONAL EXPERIENCES

Position Title: Front office Supervisor

DUTIES AND RESPONSIBILITIES:

1. Ensure Outstanding customer care at all times.
2. Courteously and accurately answers inquiries from potential guests and accepts hotel reservations.
3. Responds to telephone and in-person inquiries regarding reservations, hotel information and guest concerns.
4. Resolve customer issues, complaints, problems in a quick, efficient manner to maintain a high level of customer satisfaction and quality service.

EXPERIENCE:

4 years work experience as Front Office Associate / Front office in a hotel.

ROOM ATTENDANT:**DUTIES AND RESPONSIBILITIES:**

Responsible for the cleanliness of guest rooms, hallways, and public areas in the hotel. Responsibilities include: servicing guest rooms daily in accordance with hotel procedures, stocking cart with room supplies, and replacing bed linens and replenishing guest room supplies. This position requires strong attention to detail, ability to communicate effectively with guests and team members verbally or in written form, and the ability to bend, lift, and be standing or walking all day..

EXPERIENCE:

4 years work experience as a Room Attendant in a Hospitality.

STORE KEEPER:

DUTIES AND RESPONSIBILITIES:

Maintains receipts, records, and withdrawals. Being a Storekeeper checks materials and supplies and reports when stock is low. Receives and unpacks materials and supplies. Additionally, Storekeeper reports damages and discrepancies for accounting, reimbursement and record-keeping purposes.

EXPERIENCE: 2 years work experience as Store Keeper

FMC PAKISTAN

POSITION TITLE : Packing Helper

EXPERIENCE: 1 Year Experience as a Packing Helper

OFFICE BOY

DUTIES AND RESPONSIBILITIES:

Dealing with queries or requests from the visitors and employees. Coordinating the maintenance and repair of office equipment. Assisting other administrative staff in wide range of office duties. Collecting and distributing couriers or parcels among employees and opening and sorting emails.

EXPERIENCE: 2 years work experience as Office Boy