

MOHAMMED MINSHAF

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Current Address: Afanmanzil 61/3 NadukarWatha
Ambepatiya Beruwala, Sri Lanka.



Objectives:

To be a part of an institution that places a vital role in providing knowledge among every individual and enhances personal growth and self-esteem that will support me in facing the highly competitive world.

Working Experience:

Manara Beach Resort (Beruwala - Maradana)
[Food & Beverage (Waiter) / Receptionist]
From June 2020 - July 2021

Duties and Responsibilities (F&B)

- ✚ Serving to main restaurant
- ✚ Greet the Guest/s
- ✚ Do room service

Duties and Responsibilities (Receptionist)

- ✚ Greet all guests and assist them with check-in and check-out.
- ✚ Maintain a positive attitude and friendly demeanor.
- ✚ Respond to all guest questions and requests.
- ✚ Answer and forward phone calls.
- ✚ Manage guest bookings and reservations.
- ✚ Keep a tidy and orderly workspace.

Supreme Committee for Delivery and Legacy
Worker's Welfare Division and Tournament Operations Planning Department
Al Asmakh Facilities Management
[Receptionist/ Food & Beverage(Waiter)]
April 24, 2018– October 6, 2019

Duties and Responsibilities (Receptionist)

- ✚ Greet all guests and assist them with check-in and check-out.
- ✚ Maintain a positive attitude and friendly demeanor.
- ✚ Respond to all guest questions and requests.
- ✚ Answer and forward phone calls.
- ✚ Manage guest bookings and reservations.
- ✚ **Keep a tidy and orderly workspace.**

Duties and Responsibilities (F&B)

- ✚ Greet the staff and serve them their preferred drinks when they arrive in the office.
- ✚ Answering telephone calls for the order (coffee, tea, juices)
- ✚ Prepared and serve their food
- ✚ Taking Orders to the Meeting Rooms
- ✚ Maintaining the cleanliness of the pantry

Hilton Hotel – Sri Lanka

(Food & Beverage)

February 2016 – February 22, 2018

Duties and Responsibilities

- ✚ Serving to main restaurant
- ✚ Greet the Guest/s
- ✚ Do room service

Eden Resort & Spa Hotel

(Florist / House Keeping Department)

November 2015 – January 2016

Duties and Responsibilities

- ✚ Receiving shipments, and then snipping and displaying our flowers.
- ✚ Topping up watering solutions to enhance our flowers' life spans.
- ✚ Advising clients on possible flower combinations.
- ✚ Providing occasion-specific flower suggestions.
- ✚ Carefully arranging palatable bouquets for purchase.
- ✚ Packaging clients' flowers to prevent breakages.
- ✚ Instructing clients on suitable transporting and feeding processes.
- ✚ Coordinating all regional flower deliveries.
- ✚ Bedroom arrangement (Honeymoon setup / Birthday setup)

Fancy Shop

(Salesman)

December 2014 – October 2015

Duties and Responsibilities

- ✚ Selling cosmetic products
- ✚ Talking to customer and explaining to them about the product
- ✚ Giving them suggestion about what is suited for them

Personal Data:

Address: Afanmanzil 61/3 NadukarWatha Ambepatiya Beruwala, Sri Lanka.
Birth Date: October 7, 1998
Birth Place: Sri Lanka, Kaluthara
Civil Status: Single
Citizenship: Sri Lanka
Religion: Muslim
Languages Speak: English, Tamil, Sinhala, Maleyalam.
Passport Number: N7658966
Sri Lankan N.I.C No.: 982812801 V

Educational Background:

Tertiary	London College, Dehiwala Sri Lanka Graduated as Hotel Management 2015 June
Secondary	Al-HumaisaraNational School KalutharaBeruwala, Sri Lanka 2013-2014
Primary	Al-Humaisara National School KalutharaBeruwala, Sri Lanka 2005-2012

Skills

- ✚ Can work under pressure
- ✚ Fast Learner
- ✚ Good Communication with people
- ✚ Motivated and good at solving problem
- ✚ Team player
- ✚ Computer Literate
- ✚ Can do multi-tasking job
- ✚ Flexible
- ✚ Self-motivated

Extra-Curricular Activities

- ✚ Participated in school Athletics Meets.
- ✚ Member of a sports Team.

"I hereby Certify that the above written Information are true and correct as per my Knowledge, Experienced, and Ability.

Mr: Mohammed Minshaf
Applicant's Signature