

**ADNAN ALLAH DITTA
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**CAREER OBJECTIVE:**

A polite, friendly and sociable person who can coordinate the flow of paperwork around an office, and provide administrative support of the highest caliber. Maxine can keep a cool head in busy, complex circumstances and is the kind of person who inspires others to work to their optimum. He has the kind of solid office administration experience under his belt that will allow his to make an impact from day one in any company that he joins.

**CAREER PROFILE/SKILLS:**

* Excellent communication skill
* Ability to grasp the new skills quickly
* Excellent knowledge of Core subjects

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Jouri Gourmet Restaurant & Café, Marina Dubai**

**Tenure:**  Jan,2017 to Jun,2019

**Designation:** Front Desk/Administration Assistant

**Responsibilities:**

* Answering the telephone and dealing with incoming phone calls.
* Processing purchase orders and delivery notes.
* Answering the front door intercom and pressing a button to open the doors.
* Ordering office stationary when stocks are low.
* Exchanging information with other company departments.
* Explaining office procedures to new or junior members of staff.
* Proofreading important documents.
* Using an electronic calendar to manage the appointments of office managers.
* Handling administrative requests from members of the office team.

**Organization:** Uchkuduk Restaurant LLC– JBR -Dubai

**Tenure:**  Sep 2014- Sep 2016

## Designation: supervisor/Host

**Responsibilities:**

* Maintain quality control for all food served
* Analyze staff evaluations and feedback to improve the customer’s experience
* Ensure customer satisfaction through promoting excellent service; respond to customer complaints tactfully and professionally
* Welcome guests to the venue
* Escort customers to assigned dining or bar areas
* Provide menus and announce Waiter/Waitress’s name
* Coordinate with wait staff about available seating options
* Maintain a clean reception area
* Answer incoming calls and address customers’ queries

**Organization:** Pepsi Cola Pvt Ltd- Pakistan

**Tenure:**  Sep 2012 – Aug-2014

**Designation:** Time Office Incharge

**Responsibilities:**

**Time Office** consists of manpower planning, leave management, shift management, overtime management, reporting tool and employee self-help application. It is configurable to suit even most unique **time office** requirements and **work**-flows. It is seamless multi-location system.

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** |
| Diploma in Commerce  | Lahore Board-Pakistan |
| Matriculation  | Multan Board- Pakistan |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office & MS Excel** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **Software’s** ( Peachtree , Tally ERP9 )

**PERSONAL INFORMATION:**

**Father’s Name** : ALLAH DITTA

**Date of Birth** : 1st June 1994

**Language** :Arabic , English, Urdu, Hindi

**REFERENCE:**

Reference will be furnished on demand.