



Qurat Tul Ain

Sharjah

Contact : 0508728562

quratulainkhan786@yahoo.com

SKILLS

- Marketing
- Ms Excel
- Power point
- Ms Word
- Administration

• LANGUAGES:

- English
- Urdu
- Panjabi

PERSONAL DETAILS

DOB: 10/05/1983

Gender: Female

Nationality: Pakistani

Marital Status: Single

CAREER OBJECTIVE

Pursuing a career with a dynamic and growing organization where through my planning, analytical, interpersonal skills and diversified professional experience could contribute for the organization as well as personal growth.

EXPERIENCE

- **Supervisor cleaning staff in Engie Cofely 21stJan_30th July 2020 Dubai.**
- **GSO Front Office at Park Lane Hotel Lahore Pakistan April 2017 _November 2019.**

Register & process guests and their assigned rooms. Accommodate guest requests. Communicating with hotel staff on the status of guest rooms. Up Selling guest rooms and promoting hotel services. Handling cash payments & Card Transaction. Maintain a clean and neat front desk area. Phone calls receiving & complaint handling & Complete product knowledge

- **Host and Floor Manager at Sweet Affairs Café Bistro & Bakery Lahore Pakistan March 2015 – March 2017.**

Maintaining accurate financial records, hiring suitable bakery staff, and ensuring that orders for specialty cakes are completed on time. Greeting guest, Ordering supplies etc...

- **Teacher at Bahria Foundation School Pakistan September 2007 – March 2012**

A Teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.

- **Teacher at Toddlers Montessori School September2004 –March 2006**

A Teacher is responsible for preparing lesson plans and educating students at all levels. Their duties include assigning homework, grading tests, and documenting progress. Teachers must be able to instruct in a variety of subjects and reach students with engaging lesson plans.

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Passport No:
NQ1810662

Passport Expiring :
14/11/2022

Passport Issued:
Pakistan

Visa Status: visit

INTERESTS

- Online Searching
- Listening to music
- Reading Books

EDUCATION QUALIFICATION

- Post Graduate Diploma in Hotel Management College of Tourism and Hotel Management (COTHM) 2015.
- Graduation Punjab University Lahore (2005).
- Diploma in Textile Designing From Teachers Training Institute of Faisalabad
- Diploma in Montessori from Pakistan Montessori Council Islamabad.
- Intermediate BISE Faisalabad (2001).
- Matriculation BISE Faisalabad (2001).

DECLARATION

I hereby declare that the above given details are true & best of my knowledge.

QURAT TUL AIN