



CLIENT RELATIONS EXECUTIVE

NAZIA NAZIR

GET IN CONTACT

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LANGUAGES KNOWN

- English
- Hindi
- Tamil
- Malayalam

PERSONAL PROFILE

I'm a hospitality graduate with a focus on building a career in people management. My interest and willingness to learn is my greatest strength. I'm friendly, hardworking, diligent, and dedicated—all qualities I put forward in everything I do.

AREAS OF EXPERTISE

- Client Relations
- Customer Service
- Post Sales Management
- Administration
- Microsoft Office
- Opera Software
- Micros Software

SOFT SKILLS

- Communication
- Problem Solving
- Time Management
- Leadership
- Adaptability
- Training
- Quick Learner
- Ethical Practice

REFERENCE

Diogo Davidson
Amity University, Dubai
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Amity University, Dubai
+971507461628

WORK EXPERIENCE

CORPORATE TRAINING EXECUTIVE

- Amity Education – Middle East | Oct 2019 – Apr 2020
- Formulation of Training plans and complete event coordination
 - Data Handling, Processing and Management (excel/access)
 - Client and Vendor Relationship Management

MANAGEMENT TRAINEE – GUEST RELATIONS

- Palace Downtown, Dubai | Mar 2018 – Sept 2018
- Guest Relations
 - Concierge
 - Talent & Recruitment

PROMOTIONS

- June 2016 – August 2019
- Sales promotions – Gitex, HTC, Samsung.
 - Customer Evaluation and Sampling– Nestle, Lindt, Tiffany, Al Rawabi
 - Event coordination/ Client Management –BPC conference, Oktoberfest, Formula 1, Dubai Airshow
 - Hospitality experience –Le Meridien, Crowne Plaza, Hilton Tree, Grand Excelsior, City max, Address Hotel
 - Marketing experience – Sine Wave Media, HBMM, FLC (customer relations included)

EDUCATION INFO

AMITY UNIVERSITY DUBAI | 2016 – 2019
BSc. Hotel Management

AMITY UNIVERSITY DUBAI | 2017–2018
Major in Travel & Tourism