



MOHAMMAD YAKHUB KHAZI

Dubai, UAE

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21-1-2000

Visa Status : Visit Visa

Marital Status : Unmarried

OBJECTIVE

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

SKILLS

- Mindful
- Adapt able and agile
- Comprehensive problem- solving abilities
- Receptive and resourceful
- Strong organization skills
- communication skills
- Good at Convincing & understanding the customers need.
- Team facilitator.

EXPERIENCE

Ocean Pearl Resort and Spa

5-6-21 - 15-12-21

Front office JT

- Creating guest database
- Handling guest accounts
- Coordinating guest service
- Interacting with the guests to handle request for an accommodation.
- Checking accommodation availability and assigning it to the guest.
- Collecting detail information while guest registration.
- Maintaining guest's account with the accounting system.
- Night auditing
- Preparing the guest's bill.
- Collecting the balance amount of guest bills.
- Generating reports

Arab Vibe

2017

Co- Founder

- Recognizing Market Opportunities.
- Forming and orchestrating the team.

- Leading Product Development.
- Performing direct Marketing and Promotion launching.
- Providing Financial Estimates.
- Creating Business Plans and legal Documents.
- Building and Lead the Team.

KA-20 Men's Club

2018 - 2019

Sales Executive

Building business by identifying and selling prospects; maintaining relationships with clients.

- Identifying business opportunities by identifying prospects and evaluating their position in the industry; researching and analysing sales options.
- Selling products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintaining relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifying product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintaining quality service by establishing and enforcing organization standards.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the art practices; participating in professional societies.
- Contributing to team effort by accomplishing related results as needed

EDUCATION

VisionFly **2021**
Diploma in Hospitality and Aviation

KLE **2016**
Diploma in Mechanical

Certification in Mobile Phones Hardware Specialist

COURSE DETAILS

Certification course in Aviation and Hospitality

- Travel & Tourism

Airport Ground Services

1. Ticketing Procedure
2. Boarding Procedure
3. Security Department

4. Load & Trim

5. Customer Relation

6. Lounge Department

7. Meet & Greet

- Galileo Software

- Grooming – As per industrial requirements.

- Hospitality

1. Front Office Department

2. Food & Beverage Department

3. Lucid – A Reservation system used in hotel industry

TECHNICAL SKILLS

- IDS Software (Front office)
- Billing Software (HDPOS)
- Team Viewer
- MS office
- Outlook
- Mobile Hardware and software services

CO-CURRICULAR ACTIVITIES

- Participated in VisionFly Annual day 2019.
- Received "The Best-Groomed Boy" of the batch.
- Composing short poetries.
- Painting.

DECLARATION

I solemnly declare that the information shared in this resume is correct and truthful to the best of my knowledge.