

MOHEEB KAMRAN

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Objective:

A dedicated, energetic and passionate worker aiming to help achieve company goals and take on more responsibility as quickly as possible, seek to use my proven interpersonal skills and knowledge, possesses a strong work ethic with fastidious attention to detail.

Career History:

➤ **Park Lane Hotel Lahore**

Responsibilities Performed as Receptionist

Years 2018 TO 2020

- Welcome and greet guests
- Answer and direct incoming calls and inform guests of hotel rates and services
- Maintain clear and accurate records of guest room bookings
- Compute all guest billings, accurately post charges to guest rooms and house accounts
- Maintain a neat and orderly front desk and reception area

➤ **King Chemical Corporation Pvt Ltd, Pakistan**

Responsibilities Performed as Sales Officer

Years 2016 TO 2018

- Organizing sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Aiming to achieve monthly or annual targets.

➤ **Hyper Mart Islamabad**

Responsibilities Performed as Cashier

Years 2015 TO 2016

- Handle cash, credit transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Pleasantly deal with customers to ensure satisfaction

Computer Skills / Strengths

- ✓ Microsoft Office (MS Word, Excel, PowerPoint & In page)
- ✓ Internet Operations, Printer +Scanner
- ✓ Working Knowledge of Business based computer system
- ✓ Versatile team player with good interpersonal skills
- ✓ Can work more than hours that expected
- ✓ Extremely well organize and proactive
- ✓ Reliable and Responsible work ethic

Educational Background:

➤ **Intermediate**

Federal Board of Intermediate and Secondary Education ISLAMABAD
(I.COM) Session|2015

➤ **Secondary School Certificate**

Federal Board of Intermediate and Secondary Education ISLAMABAD
(Science Group) Session|2012

Personal Details:

- Date of Birth: November 12,1995
- Civil Status: Single
- Gender: Male
- Nationality: Pakistani
- Religion: Islam
- Passport| : DK4225432
- Visa Status: Visit till 23-Feb-2021
- Languages: English-Punjab-Urdu-Hindi

Declaration

I hereby certified that the above cited information is true and correct to best of my knowledge.
Thank you for the attention and time hoping that the above information meets your satisfaction and looking forward to join your team.