



Salman Ahmad

CAREER OBJECTIVE

Dedicated waitress with six years of exemplary service in the food service industry. Committed to providing helpful, fast, and accurate service to patrons. Demonstrate active listening and communication skills to ensure patrons are satisfied and happy. Experience in various settings, including family restaurants, bars, cafeterias, banquets, and room service. Comfortable serving patrons of various age ranges and backgrounds. Determined team player striving to deliver the highest quality service alongside food service staff.

WORK EXPERIENCE

RECEPTIONIST

Expo 2020

6 Months

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.

RECEPTIONIST

Al Jazeera Royal Hotel Abu Dhabi UAE

2018 - 2021

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

CASHIER

Damson Hotel, Swat, Pakistan

Feb 2016 – July 2017

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.



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Dubai U.A.E.



CORE SKILLS

Professional work ethic.

Multi tasking.

Ability to work in a team.

Sales and marketing skills.

Customer service skills.

Good leadership abilities.

Excellent written and verbal communication skills.



QUALIFICATIONS

Written and verbal communication skills.

Customer service.

Dependability.

Problem-solving.

Ability to work under pressure.

Attention to detail.



EDUCATION

Higher Secondary (HSSC) 2015



PROFILE

Birthday: March 16 1997

Nationality: Pakistan

Languages: English, Urdu

Civil Status: Single