

Curriculum vitae

Muhammad Tayyab Altaf

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Applied for: Any Suitable Job

Ph Whatsapp: 0525725228

PassPort NO: AQ1776092

Nationality: Pakistani

Address: Dubai U.A.E



Objectives:

To seek a suitable position in any organization that would enhance my qualifications and potentials to the maximum and to achieve further personal and career growth as well as gain new knowledge.

Bio Data:

Gender : Male
Religion : Islam
Civil Status : Unmarried
Date of Birth : 25/10/1992
Languages : English,Urdu,Punjabi

Educational Data:

- Matriculation Gujranwala Board.(586/2011)
- Intermediate Gujranwala Board.(565/2013)
- Professional Courses
- 1)Certified in Microsoft Office(New vision college)
- 2)Bellman Training in Concierge(Hilton Dubai Creek)

Skills:

- Reporting
- Confident
- Budgeting
- Teamwork
- Leadership
- Plan Maker
- Supervision
- Adaptability

Work Experience:

HouseKeeping Supervisor (Hilton Dubai the Walk)
Light Vehicle Driver and Valet Attendant(Hilton Dubai Creek)
(From August 2014 to June 2020)

Driving License:

Issued from : Dubai
License No : 3743879
Type : Light Vehicle

Light Vehicle Driver and Valet Attendant:

Performance:

- Escorting and Directing Guests.
- Maintaining an organized travel schedule.
- Carrying out vehicle maintenance checks.
- Interacting with clients in professional conduct.
- Pick up, Drop off Staff and Guest to their Location.
- Handling Guest Luggage on Arrival and Departure.
- Delivering packages to customers in a timely manner.
- Utilizing navigation apps to find the most optimal route.
- Delivering Message, Mail or Parcel to the Guest's Room.
- Picking up office purchases or other administrative needs.
- Delivering Messages among Internal and External Mediums.

HouseKeeping Supervisor:

Performance:

- Floor and Public area Proper checking.
- Handling and following Guest Preferences.
- Assign rotation cleaning duties as required.
- Monitor labor in accordance with occupancy levels.
- Plan and coordinate the activities of the housekeeping team.
- Establish and implement operating procedures and standards.
- Assists with interviewing, hiring and training housekeeping employees.
- Coaching and mentoring the housekeeping team including performance reviews.
- Ensuring the highest level of service by exceeding guest expectations to build loyalty.
- Maintains inventory of amenities, chemicals and other supplies to ensure enough Stock.
- Facilitate positive and effective communication between Housekeeping and Guest Services.

Security Guard:

(Ultimate Security Services dubai) (From 03 January 2022 till Continue)

Currently I am working as Security Guard from Third of January till date in Ultimate Security Services Dubai.

Performance:

- Patrol premises regularly.
- Customer service desk Operator.
- Authorize entrance of people and vehicles.
- Submit reports of daily surveillance activity.
- Monitoring surveillance cameras and equipment.
- Data maintained on the Security receiving counter.
- Inspecting buildings, equipment and access points.
- Performing daily assigned duties with Client management.
- Report any suspicious behaviors and happenings to supervisors.
- Respond to alarms or suspicious noises, and react in a timely manner.
- Ensure the security, safety and well-being of all personnel and visitors.

Declaration:

I hereby declare that the above stated information is true and correct to the best of my knowledge and belief. Reference could be furnished upon request.