**First Name of Application CV No:** **1653060**

PERSONAL PROFILE

Whatsapp Mobile: +971504753686



I am an eloquent young man who is eager to learn daily. i am interested to pursue a career that utilize my interpersonal, communication, management skills and have joy in interacting with people and providing innovative solutions, to contribute to the success of a hospitality organization in whatever capacity.

CAREER HISTORY

**Sales & Marketing Agent**

Acoladez adverts

1st November –2014 to 31st March 2015

Work duties

* Understanding the organizations products
* Identifying potential clients
* Convincing clients on the need of the organizations product
* Making quotations for the clients
* Billing clients
* Providing after sale support to existing clients

**Receptionist**
Oldoyo Lengai Hotel

2nd July 2011 to 15th October 2014

Work Duties:

* Greeting the customers as they enter the establishment, and offering assistance
* Relaying messages to the client left by their guests, and arranging dispatch services to deal with a client's work
* Making room reservation for the clients over the phone or the Internet.
Check clients bookings and give pertaining information
* Do the necessary financial transactions to ensure that payments are collected, and barriers to financial transactions are resolved
* Majid al utai
* Ollow up clerk majid

**FOLLOW UP CLERK**

**MAJID AL FUTTAIM CINEMAS LLC**

**23RD JULY -1ST APRIL**

* **WORK DUTIES**
* **USHERING CUSTOMERS**
* **SELLING TICKETS**
* **PREPARING FOOD FOR THE CUSTOMERS SPECIFICO TRAINED**
* **SOLVING CUSTOMER ISSUES EG ADJUSTING AIR CONDITION AS AND WHEN THEY REQUEST**
* **SUGESTING PRODUCTS TO C USTOMERS**
* **POS TRAINED**

PROFESSIONAL& PERSONAL SKILLS

**PROFESSIONAL SKILLS**

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| * Communicating the right information in clear, comprehensible terms
* Collecting and passing on messages accurately without any chances of miscommunication
* Listening as accurately
* Basic knowledge of MS Office software
* The ability to use the Internet to check and respond to mails, etc.
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 **PERSONAL SKILLS**

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| * Eloquent
* Systematic & calculative in whatever I endeavour to do.
* Time conscious
* Eager learner
* Observant & aware of the environment am in
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| * Institutional economics
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| * Introduction to research methods
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| * Welfare economics
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| * Science and technology in development
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| * Natural resource management
 |
| * Introduction to financial accounting
 |
| * Introduction to management accounting
 |
| * Linear algebra
 |
| * Microeconomics
 |
| * Macroeconomics
 |
| * Property law
 |
| * Communication skills
 |
| * Introduction to computers
 |
| * Introduction to sociology
 |
| * Introduction to ethics
 |
| * Introduction to logic
 |
| * Aspects of language skills
 |
| * Legal systems and legal methods
 |
| * Introduction to psychology
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| **HIGH SCHOOL**: LENANA SCHOOLYEARS ATTENDED**:** 2003-2006**PRIMARY SCHOOL:**MARION FARMHOUSE SCHOOL**YEAR GRADUATED**:2002 |
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