**CAREER OBJECTIVE**

I would dedicate myself towards the achievement of company’s objectives while being a part of it and would carry out my duties and responsibilities, while maintaining excellent interpersonal relationships with my fellow workers.

**PROFESSIONAL WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **:** | **Enterprises** |  |
| **Organization** |  |
|  |  |  |
| **Type** | **:** | **Pharmaceutical** |  |
| **Designation** | **:** | **Store Assistant** |  |
|  |  | **9-July-2014 to 30-Mar-** |  |
| **Tenure** | **:** | **2015** |  |

Brief Job Description

* Ensure daily activities at the store
* Maintain the store and displays clean all times
* Make orders of customers and receive deliveries
* Make inventory and store goods
* Check all products to see if there are not damaged
* Handle financial transactions
* Receive and solve complaints about the services or products

**PROFESSIONAL WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | **LUXURY** |  |
| **Organization** | **:** | **HOTEL** |  |
|  |  |  |
| **Type** | **:** | **Hospitality** |  |
| **Designation** | **:** | **Receptionist** |  |
|  |  | **02-July-2015 to 22-Feb-** |  |
| **Tenure** | **:** | **2016.** |  |

Brief Job Description

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Greeted, Registered and assigned rooms to guests Processed guests, Check ins and check outs Prepared and completed room and restaurant bills Liaised with other departments of hotel

Answered telephonic and in-person queries related to hotel services and resolved any issue

**COMPUTER SKILLS**

* Software skills (Microsoft Office)
* Operating systems (windows 7,8)

**ACADEMIC**

**EDUCATION**

**Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| **/ Degree** | **Institute/University** | **Year** |  |
| Receptionist | COTHM | 2015 |  |
|  | (College of tourism & hotel management) |  |  |
|  |  |  |  |
| Matriculation | B.I.S.E Faisalabad | 2009 |  |
| Intermediate |  |
| B.I.S.E Faisalabad | 2011 |  |
| Bachelor of |  |
|  |  |  |
| Arts | GC University Faisalabad | 2015 |  |

**COMMUNICATION AND INTERPERSONAL SKILLS**

* Ability for stress and time Management
* Good Verbal and Non-verbal Communication Skills.
* Having strong interpersonal, Presentation and negotiation skills.
* Have a good level command over English
* Good Team Player with colleagues.

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Pakistani |
| Religion | : | Islam |
| Date of Birth | : | 07-06-1990 |
| Marital Status | : | Single |
| Availability | : | Immediate |

**LANGUAGES**

* English ,Urdu & Punjabi

**First Name of Application CV No:** **1656432**

Whatsapp Mobile: +971504753686

