|  |  |
| --- | --- |
| AMEER.jpg | **AMEER** Email: **AMEER.338246@2freemail.com** |

**CAREER OBJECTIVE:**

* **To achieve a position given an opportunity to gain my knowledge while contributing creative solutions to the advancement of the organisation in work.**

**PERSONAL STRENGTH:**

**I am very Positive, Flexible, Trust worthy and Customer handling techniques to handle variety of Customers.**

**KEY COMPETENCIES:**

* **Having experience in Customer Service Executive and as a Cashier in India.**

**PROFESSIONAL EXPERIENCE:**

* **Worked in PENINSULA GRAND HOTEL MUMBAI AS FRONT OFFICE EXECUTIVE**

**(From 20th May 2015 to 25th May 2016)**

* **Worked under a CHARTERED ACCOUNTANT (From 01st June 2016 to 10th January 2017)**

#### Key Result Areas:

* **Responsible for the day-to-day operations and co coordinating the General Manager with development activities.**
* **Delivering best customer service, beyond all expectations by giving best customer service to all type of customers.**
* **Working as a team and we make sure that customer is been satisfied.**
* **Patience to listen and sort out customers issues.**
* **Handling Night reports and Cashier Handling.**
* **Able to take the Initiative to address the tricky issues.**
* **Able to ensure sales targets are met and exceeded beyond expectations.**
* **Able to give exact and detailed information to customers.**
* **Recording sales, purchase, daybook & ledger book.**
* **Following up sales orders specifically with the deliveries and payments received from our customers.**
* **Coordinating with travel agencies for reservation of Intentional Air tickets for the customer.**

**ACADEMIC QUALIFICATIONS:**

* **Bachelor Of Commerce in Upendra Pai Memorial College under Mangalore University in 2013.**
* **Pre Degree in Mahatma Gandhi College kunjibettu in 2010.**
* **S.S.L.C in Mahalakshmi English Medium Uchila in 2008.**

**OTHER QUALIFICATION:**

* **Diploma in Aviation, Hospitality and Travel Management, ICM UK CERTIFIED.**

**TECHNICAL SKILLS:**

* **Having a sound knowledge of Tally erp 9, Excel.**

**ACHIEVEMENTS:**

* **Awarded in Karate and Swimming.**

**PERSONAL PROFILE:**

* **Sex : Male**
* **Date of Birth : 16 Aug 1992**
* **Nationality : Indian**
* **Civil Status : Single**
* **Religion : Islam**
* **Languages : English, Kannada, Hindi ,Tulu and Malayalam**
* **Visa Type : Visit Visa (Valid upto 15th March 2017)**

**I certify that the above mentioned information is True and Correct to the best of my knowledge.**

**Yours Truely,**

**AMEER H**

**Applicant**