** MOHAMED**

**MOHAMED.338791@2freemail.com**

 ***Objective***

**To be engaged in a company that values, professional growth, career advancement and employees’ dedication to further grow and enhance my career opportunities.**

**Special Skills / Qualifications**

**Service orientation excellent communication skills.**

**Calm and pleasant mind**

**Hardworking, independent, dedicated and competent**

**Good relation with everyone**

**Work experiences**

**1 Company lord’s hotel**

 **Position front office receptionist**

 **2008 to 2013,, deira Dubai**

**2 Worked as a receptionist torch tower hotel. In Doha Qatar**

 **From 2015 January**

**Other**

**3 Worked as a front desk assistant more than two years**

 **In Trans world agent srilanka**

**Professional qualification**

**1 Completed the diploma in computer studies 6month course**

 **(MS Word 2004, excel, access, power point,)**

**2 Completed the diploma in hotel management**

 **(2years from 2003 to 2005)**

**Educational qualification**

**Passed general certificate of examinations advance level conducted by the government of srilanka in august 2002**

 **Subject’s grade**

 **1 political science c**

 **2 Islam C**

 **3 geography C**

 **Known language**

 **(English, Hindi, Tamil, Malayalam, and Sinhala)**

 **Personal Information**

 **Birthdates : June 11, 1983**

 **Birthplace : matale**

 **Civil Status : married**

 **Nationality : srilanka**

 **Visa Status : Visit Visa Expiry Date 03/04/17**

 **Applied for receptionist**