Faraz

E-mail: farazal.353478@2freemail.com

CAREER OBJECTIVE

Well presented with exceptional customer service skills, and the ability to provide an effective reception service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner. Able to be an integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable position with a progressive company.

COMPETENCIES

* Excellent telephone manner.
* Can offer a warm & friendly greeting to visitors.
* Smart, presentable appearance.
* Ensuring an efficient running and operation of the Reception Desk.
* Good organization and prioritization skills.
* Self-motivated, proactive & hardworking.
* Ability to listen and anticipate.
* Fully aware of all Health & safety legislation relating to office work.
* Good IT skills Word, Excel, Email and Internet.

EMPLOYEMENT RECORD

DUBAI ELECTRICITY & WATER AUTHORITY

Mechanical Maintenance Gas Turbine

Job Title : Document Controller

* Mechanical Maintenance Gas Turbine Jebel Ali power Plant Dewa
* Develop and implement processes related to document control and management.
* Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
* Typing of site documents, and follow up of all the site needs.
* Following documents which we send by Email , Fax to other departments End Companies.
* Keeping records issue end receiving documents end update in system.
* Reporting managers on daily basis monitoring processes.

ST. George Hotel Dubai , Al Ras

2 Years Working Experience From July’2011 To December’2013

Job Title: Accounts Receivable

Duties and Responsibilities:

* Answering all incoming calls / emails and re-routing them to relevant parties
* Checking guest invoice preparing statements of invoice on excel sheet.
* Sending invoice statements by outlook and courier.
* Cheque collection deposit to accounts and following payments.
* Checking all credit cards payments posting and matching bills.
* City ledger Sales Journal Revenue Data entry and Transfer.
* Transaction Debit Credit and Adjustment Entry.
* Data entry into internal systems.
* Good IT skills Fidelio Suite, IDS, Lodpms, Word, Excel, Email and Internet.

Job Title: Food & Beverage Assistant

Duties and Responsibilities:

* Daily Food & Beverage Inventory, Food & Beverage Costing, Following F & B Purchasing Invoice Making Daily Reports on Excel,
* Display Knowledge of The Food Menu, Preparation of Food Items as Required.
* Must Listen and Respond to Customer Complaints ( acknowledge, apologize, act )
* Must be Courteous, Pleasant, and Well Groomed at all Times.
* Use, Maintain and Clean Concession Area and Equipment.
* Ensure That the Concession Area is Clean and Organized at all Times.
* Receive Payment for all Services Provided to the Customers.
* Provide Excellent Customer Service at all Times.
* Problem Solve and Make Decisions Quickly.
* Supervise Staff Accordingly.

DRIVING EXPERIENCE

3 Years Dubai Driving Experience

* Dubai Driving License Valid Upto 24th April 2022

 Pakistan Driving Experience

* Pakistan Driving License Valid Upto 09th Sep 2020

PROFESSIONAL SKILLS

* Goal driven individual with a passion to excel on the professional front
* Ability to work for long hours and travel frequently without losing confidence and vigor
* Skilled in initiating conversations with people of all age groups.

ACADEMIC QUALIFICATION

* Bachelor Of Commerce
* Higher Secondary Certificate. ( Intermediate )

PROFESSIONAL QUALIFICATION

* Completed MS-OFFICE And Internet Tools
* Completed ENGLISH LANGUAGE COURSE from the institute of

 ANGLOPHILE ENGLISH LANGUAGE CENTRE (AELC)

STRENGTHS

* Punctual
* Honest
* Polite
* Friendly

LANGUAGES PROFICENCY

Language Last used Skills

English Daily Use Speak and Write

Urdu Daily Use Speak and Write

PERSONAL INFORMATION

* Date of Birth: 09th April 1987
* Marital Status: Married
* Visa Status: Visit
* Nationality: Pakistani
* Religion: Islam

REFERENCE

Reference will be furnished upon request…