***Curriculam Vitae***

**Sunil**

**Sunil.360234@2freemail.com**

***Career Progression:***.

Looking for a career position where professional experience and expertise will be regarded as a wealth of an organization.

Seeking a position in customer service where my experience will be further developed and utilized.

Profile Summary:

* *Greet guests/visitors entering and leaving the Hotel.
Inform guests of property amenities, services, and hours of operation, and local areas of interest and activities.
Identify and explain room features to guests (e.g., use of room key, mini-bar, ice and vending areas, in-room safe, valet laundry services).
Transport guest luggage to and from guest rooms and/or designated bell area.
 Assist with luggage storage and retrieval.
 Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage.
Supply guests with directions. Arrange transportation (e.g., taxi cab, shuttle bus, limousine service) for guests/visitors, and record advance transportation request as needed.
Communicate parking procedures to guests/visitors.
Follow all company policies and procedures, and report accidents, injuries, and unsafe work conditions to manager.
 Maintain awareness of undesirable persons on property premises.
 Assist the Accounts Department and HR Department on their daily requirements (eg: going to bank, going to offices to send documents, going to government offices, dropping & picking associates for medical, etc.)*

**Experience:**

 **2004 June to 2008 February.**

 **Working as a Driver in Abela & Co. Dubai.**

 **2008 June to 2014 March**

**Working as an Executive Driver for G.M. & Operations Manager.**

**In Emirates Hotels Group (Dubai, Abudhabi, Fujairah)**

**2014 May to June 2016**

**Working as an Executive Driver for C.E.O in Gecko Middle East Dubai.**

* ***Educational Qualifications:***

**S.S.L.C Education from Board of Public Examination – Kerala**

**Pre Degree Course from MG University - Two year Course.**

**Languages Known:**

**English, Hindi & Malayalam, Tamil.**

**Date of Birth : 3rd April, 1976**

***Computer knowledge:***

MS Office (MS Word / MS Excel)

* Internet & E-mail Applications

***UAE Driving License Details:***

**License Type : Light Vehicle.**

**Place of Issue : Dubai (U.A.E)**

**Date of Issue : 4th April 2004**

**Date of Expiry : 6th April 2024.**

***Passport Details:***

Place of Issue : Dubai. (U.A.E)

Date of Issue : 08th January 2008

Date of Expiry : 07th January 2018

Visa Status : Visit