**KUMAIL**

**Email:** **kumail.369530@2freemail.com**

**OBJECTIVES:**

An enthusiastic self-motivated individual with excellent inter personal skills the ability to take responsibility & work as a team. Quality & customer focused with the drive to achieve results. To seek a challenging & responsible assignment in a reputable organization, where I apply my current skills & knowledge

**EXPERIENCES:**

Jan 2013 to November 2016 Dubai Marina Apartments Dubai, U.A.E

 Receptionist

Nov 2011 to October 2012 Ingenious Communication (ISO Certified) Karachi.

Wrote contents and articles for various websites and companies including Newcastle Jesmond Hotel, Jesmond **U.K**&Promoted various products, software’s and websites with the help of latest SEO techniques including RoomsyPMS (A cloud based hotel management software)**.**

Nov 2010 to Oct 2011 Systems Limited Karachi

 Bussiness Promotion Officer (V.I.O.P)

Dec 2008 to March 2010 C.M. Pak (Zong) Islamabad

 Customer service representative

Sep 2005 to Feb 2007 Pearl continental Resort BhurbanMurre

 Night Manager Acting (Four months during job)

 Front Office Supervisor (Jul 2006 to Feb 2007)

 Guest Service Officer (Sep 2005 to Jun 2006).

Jul 2001 to Oct 2005 Holiday Inn, Hotel Multan

 Duty Manager Acting (various months)

Shift Supervisor (Jun 2004 to Oct 2005)

 Asst. Protocol Officer (Mar 2003 to May 2004)

 P.A.B.X Telephone Operator (Jun 2001 to Feb 2002).

**CERTIFICATES:**

* 2005 Certificate of excellent on general contribution towards the grand success of G-20

Ministerialconference by Ministry of Commerce Pakistan.

* 2003 Certificate of achievement on presentation skills by college of professional

studies Multan, Pakistan.

**EDUCATION:**

* 2001 Diploma in tourism & Hotel Management from T.D.C.P Rawalpindi, Pakistan.
* 1998 Intermediate in Commerce from Premier College of commerce Karachi, Pakistan.

**PERSONAL INFORMATION:**

* Nationality : Pakistan.
* Date of birth : 14/06/1980
* Languages : English & Urdu.
* Date of issue : 15/1/2012
* Date of expiry 14/11/2022

**LICENSE DETAILS:**

* Date of issue : 01-11-2015
* Date of expiry : 01-11-2025
* Place of Issue : Dubai-UAE
* Category : 3/- {Light Vehicle } Manual

**PERSONAL SKILLS:**

* Maintain observer’s honesty and loyalty.
* To maintain good public relation.
* Excellent planning and organization skills.
* Excellent communication skills

**REFRENCES:**

* Available upon request

**DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.