 Syed

**Visa :**  Till 10th Feb

E-mail: [syed.375074@2freemail.com](mailto:syed.375074@2freemail.com)

DOB : 16-11-1989

Career Objective & Personal Statement:

Highly motivated and result-driven hospitality professional with experience in Sales and marketing as well. Looking for

hospitality job in a professional environment that provides me learning opportunities and offers a chance to utilize my

core competence. A proactive and supportive team member with excellent interpersonal and communication skills.

Having ability to communicate and negotiate effectively which enables me to prioritize tasks

Academic Qualifications:

|  |  |  |
| --- | --- | --- |
| **M.A Economics (Master’s**) | From2015 to 2017  (Result awaited) | University of the Punjab |
| **B.A Economics (Graduation**) | From 2012 - 2014 | University of AJ&K |
| **FSC Computer science (Intermediate)** | From 2006 - 2008 | Army public School & College |
| **Matric Computer Science** | From 2003 – 2005 | Tamir-e-Insaniat Public Academy |

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# Professional Qualification

**Diploma in hotel management**

**Accom. Operation & Services HMTP** HASHOO Foundation HDRC Rawalpindi

(July2014 to Jan2015)

# Work Experience

**C:\Users\Salem_2\Desktop\Capture.PNG Asst. Sales & Panacea Trading**

**Marketing Mgr.** (Deals in Energy solutions & Solar Import)

July 2017 to October 2017

**Reference**

(Managing Director)

**Guest Services Officer** **Islamabad Marriott Hotel, Pakistan**

March, 2016 to April 2017

**Reference**

(Front Office Manager)

**Contact #** +923018501494

0512826121

**AYS Officer Islamabad Marriott Hotel, Pakistan**

Dec, 2015 to 15 March 2016

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**5 month Training Islamabad Marriott Hotel, Pakistan**

**Front Office:** Performs Check-in & check-out, Update the Guest Profiles, Assist the Guest during their Stay

AYS: Room Service Order taking & Complain Handling

**Reservations**: Makes Room Reservations, Respond to E-mails, Phone Calls and Fax, Negotiate the rates.

**Health club**: Maintaining and Supervision of Health Club, Experiences on Opera:

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# mc_logo_L.png Marriott International Certifications

**Fame Game Champion May 2016** Islamabad Marriott Hotel, Pakistan

**Up-Selling Champion January 2017** Islamabad Marriott Hotel, Pakistan

**Up-Selling Champion September 2016** Islamabad Marriott Hotel, Pakistan

**Guest recognition** **19 Appreciation Letters** Islamabad Marriott Hotel, Pakistan

**Other Awards & Certificates**

**House Captain (Khyber House) 2007** Army public School and College Murree

**1st in Husn e Qirat 2007** Army public School and College Murree

**3rd in Husn e Naat**  **2007** Army public School and College Murree

Professional Competencies:

Professional Skills:

Good Interpersonal & Communication Skills

Organizing & Negotiating Skills

Working under pressure and to meet deadlines

Good Team Working Skills

Ability to learn an Adopt

I.T Skills:

Microsoft Office (MS Word, MS PowerPoint, MS Excel)

Email handling & correspondence with clients

Opera Property Management Software:

Front desk operations

Reservations Operations

Rooms Management (Housekeeping)

**Languages**

English: Speak, Read, Write, Listen

Urdu: Speak, Read, Write, Listen