 Ameer

## Executive Guest Relations

**ameer.379679@2freemail.com** 

To secure a challenging position where I can effectively contribute to the organization through my knowledge and experience, which can also enhance my skills and abilities.

# **WORK EXPERIENCE**

## **Executive Guest Relations**

Assetz Property Management Services PVT LTD

*10/2016 – 09/2017*

*Achievements/Tasks*

Day to day planning and coordination for efficient and friendly services to clients

Co-ordinate & oversee all activities for clients at the site location

Capture details of the client who have walked into the site and ensure the same is updated on the Excel everyday

Assist the housekeeping staff at site with language and office culture and inventory

Assigning the leads to the sales person according to their turn

Managing inventory

## **Assistant Club Manager**

Snap Fitness

*08/2015 – 09/2016*

*Achievements/Tasks*

Tele-calling, Providing membership to customers sales (cold calls)

Preparing daily sales report Providing end to end resolutions customer queries

Training new staffs

Marketing and promotional activities

Providing customer service to the existing members of the ﬁtness club

Collecting regular feedback of the membership telephonically

# **EDUCATION**

## **Bachelor’s of Business Management**

Bhartiya Maha Vidyapeeth(Chennai, India)

* **Pre-University(XII)**

International Indian School(Riyadh, Saudi Arabia)

**KEY SKILLS**

Administration & Management

Client Handling

Database Management

Negotiations & Networking

Services Marketing

**IT SKILLS**

Microsoft Office

Web & Social Media

ERP & ERM Software

**INTERPERSONAL SKILLS**

* Good leadership qualities
* My honesty
* Quick learner

-Adaptable to any environment

**PERSONAL INFORMATION**

Date of Birth : 7 January 1993 Marital Status : Single Nationality : Indian

Notice period : Immediately Religion : Islam

**LANGUAGES**

English

Hindi

Urdu

Arabic