

CURRICULUM VITAE

**LUQMAN**

**EMAIL ID :** luqman-392978@2freemail.com

**CARRER OBJECTIVE**:

Looking forward to a career in esteemed organization and do my level best to job assigned and to undertake the new projects with enthusiasm to achieve organization’s objectives as well as personal goals.

**Skil Profile**

* Good communication and interpersonal skills.
* Hard working team member.
* Have the ability to work under pressure.

**EDUCATIONAL QUALIFICATION:**

* 2009: 10Th UP Board India
* 2010:12TH UP Board India
* 2016:Graduate from MJPRU University India

**PROFESSIONAL QUALIFICATION**

1 Year DCA diploma Computer Application .

* 6 Month tally
* Arabic course

**WORK EXPERIENCE**

**TIME KEEPER CUM CAMPBOSS**

* Data entry
* Making the labors and staff Time sheet in Erp and orison software.
* Entry Dspr daily vise and monitoring
* Mails checking
* Labors issue monitor
* Accommodation provide new arrival labor
* Daily labor check (Absent )and report to concern
* 2 years exp in Abu Dhabi.

**STOREKEEPER**

* entry delivery note and checking carefully
* Checking material in stock.
* Machine and material monitoring
* Mail checking LPO in / out
* Daily inform to manager about stock.
* 1 year exp in Sharjah

**HOUSEKEEPING**

* Issue floor keys to guest room attendants.
* Supervise cleaning procedure on allotted floor and areas which include guestrooms, room corridor, and staircase and floor pantries.
* Inspection of rooms.
* Supervise cleaning activities.
* Report maintenance work on the floor
* Report any safety or potential security hazard to the security department
* Facility provision of extra work service to guest such as baby sitter and other special guest request.
* Prepare housekeeping report.
* Coordinate with front office department to update room status dirty to inspect.
* Ensure service provide to VIP are of the highest standard.
* Public area supervising and other.
* 2 years exp in India

**PERSONAL DETAILS:**

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| NAME | LUQMAN |
| DATE OF BIRTH | 22-01-1995 |
| SEX | MALE |
| MARITAL STATUS | UNMARRIED |
| NATIONALITY | INDIA |
| LANGUAGE | ENGLISH URDU & HINDI, ARBIC |
| HOBBIES | PLAYING CRICKET |
| **Declaration** |  |
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I hereby declare that all the information given above is correct to my best knowledge and belief.

(LUQMAN )