*Curriculum vitae*

**FATEH**

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# Objectives

To obtain in a growth oriented challenging position in Hospitality Industry and serve people from core of my heart to the ultimate satisfaction and a learner to become a through professional, To reach the highest goals in industry or organization I wish to establish myself by gaining work in firm and challenging environment to develop my skills. I would like to apply the knowledge

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# Education Qualification

Pursuing B.com from Distance (General) from **Ambedkar Open University**, Hyderabad, India.

**Diploma Courses:** MS Office 2013, MS Word, Excel, Power Point.

# Key Skills and Competence

* Enthusiastic**, flexible and capable** of working on own initiative.
* An ability **to work to deadlines whilst** ensuring accuracy and efficiency.
* Capable of working in a manner conducive with the **production of high quality.**
* Able to work fast and also accurately.
* Ability to work **under pressure** and to meet **deadlines**.
* Highly **motivated** and **results oriented** professional.
* Excellent ability in **analyzing** and **solving problems**.
* Excellent **communication** and **Interpersonal skills** with a high sense of Professionalism to interact with all levels of staff and high-net worth executives.
* **Accuracy** and attention to details, Forecast and Time **Management.**

# Professional Work Experience

**Position Waiter/Cashier**

**Join Date From January 2017 to till.**

# Role & Responsibilities

* Act as first contact of all our **GUESTS, MEMBERS, VISITOR** & give them a friendly, courteous and professional service at all times.
* Report to duty on time check all **CASH COUNTER** should be okay or money short or excess.
* **Greet customers** and provide them with the menu and ensure that any discounts or deals are communicated to them
* Sum up customers’ totals and print out bills after ensuring that the amounts are accurate
* Process **cash and credit and debit card payments** and tender change and receipts
* Balance cash drawers at the end of each shift and make sure that any discrepancies are resolved prior to closedown
* **Count cash at the beginning** of each shift and ensure that sufficient change is available
* Fill out bank deposit slips and deposit all earned cash at the end of the day
* Print out **RVC** report from **MICRO SYSTEM** & check outstanding or any check balance on

**RVC**.

* Count cash float on every day basis & login in to register with denomination of notes.
* Find out with the **CHEFS** in kitchen which **FOOD** is available or no.
* Write the **FOOD** items on paper which is not available as well as **BEVERAGE.**
* Give **TRAINING** to all new **COLLEAGUES**.

**Position Sports Attendant/Guest Service (Sports & Leisure Dept)**

## Join date From September 2011 to 17th March 2016

**Main Role**

* Report for duty punctually maintains a high standard of personal grooming.
* Attend the morning briefing; ensure the smooth running of the facility during all day.
* To keep clean and tidy Pool & Beach area before the Guest come
* Arrange towels nicely by giving different animals shape before the guest arrive to the welcome counter.
* Dealing with personal and telephone bookings and enquiries. Relaying messages where applicable.
* Welcome and greet the guest before they greet and assist them to the Beach and Pools.
* If any guest want to give me a Food & Beverage order I will take & forward to F & B Colleagues
* Works as a Team Player & Strongly believe in Team Work. Handle the customer Claims, complaints and forward it to manager.
* Undertake all tasks according to the Health and Safety guidelines, Act as general assistant to the facilities staff, if required.
* Attend and maintain any relevant training/qualifications as requested by Academy management, Work and adhere to all Academy Policies and Procedures relating to facility operation.

## JUMEIRAH TRAINING

* Completed basic food and hygiene.
* Knowledge of How to take Food & Beverages order.
* Complaint handling.
* Health & Safety & Telephone skills training etc . . . . . .

## ACHIEVEMENTS:

Rewarded Dubai Quality Award at **JUMEIRAH BEACH HOTEL** in 2013-14.

**Position Branch In-charge**

## Join date From August 2009 to 2011.

**Main Role**

* Taking care of Admissions & Fee Handling & Logging into Register Dates wise.
* Arrange Study material for the students.
* Dispatch salary cheque to Lectures by taking signature, Maintains the Institute library.
* Issue Books to the students from the Library by taken the signature and take back from them.
* Arranging boys to distribute flyers for Advertisement on Alternative days.
* Cash handling and maintenance of Fees structures of the students.

Position Collection Executive

Join date From June 2007 to 2009.

## Main Role

* Report to Department Manager every day in the morning & Attend morning brief.
* Discussion about targets our branch.
* Receive all the updates which come from HOD.
* Explain to all the staff, which’s work from different department.
* Collect leads from the team leader.
* Contact to customer who is apply for credit card & approach to them.
* Collect the document from the customer need to check Name & Address is correct.

**Hobbies:** Playing cricket, Snookers, Foot Ball, Swimming, and Reading Books.

## Personal Details

Date of Birth 11/05/1983

Nationality Indian

Marital Status Single

Passport Details

Place of Issue Dubai

Date of Expiry 29/12/2022

Driving Licence Details

Exp Date 08/03/2026

Height 6ft 183 cm

Languages English, Urdu, Hindi

## Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

## Date: 08/12/2017 Signature