**CURRICULAM VITEA**

Hayatullah

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**CAREER OBJECTIVE: -**To pursue a career and to be associated with a growing company to work in an environment that rewards achievements and opportunities for growth and achieve success in career and experience. By optimistic, enthusiastic and co-operative, willing to take-up responsibilities adapts me to the job**.**

**EDUCATIONAL QUALIFICATION:-**

* Certificate - Bachelors in Hotel management Green Fields College.
* Certificate - Intermediate from Anwar ul loom college
* Certificate - SSC from Vikas high school.

**GULF & INDIA EXPERIENCE:-**

* Saudi Arabia : 2 years in Tony Romas as shift manager.
* Qatar (Doha) : 1 year in sport’s corner as Storekeeper.
* Park Hyatt Hyderabad : 1 Year as a G.S.O.
* Fusion 9 and Pragathi Resorts : 2 year as a senior receptionist.

**JOB RESPONSIBLITES:-**

* Greeting and thanking guests in a sincere, friendly manner.
* Register and process guests and their assigned rooms.
* Accommodate guest requests.
* Collaborating and communicating with other internal departments to ensure guest satisfaction.
* Up selling guest room and promoting hotel services.
* Handling cash payments or card mode access.
* Maintain a clean and neat front desk area.
* Complying with company procedures and safety policies.

**PERSONAL SKILLS:-**

* Administration and customer service skills.
* IT skills to work with computerized booking and payment systems.
* Excellent written and spoken communication skills.
* A friendly and professional telephone manner.
* The Ability to stay calm under pressure and look after several things at once.

**STRENGTH:-**

* Positive attitude
* Self-motivated, energetic and time management
* Analytical thinker and very fast learner
* Highly disciplined, hardworking and well organized individual.
* Physically agile, and able to stand extended periods.

**PERSONAL PROFILE:-**

Date of birth : 02/06/1986

Gender : Male

Nationality : Indian

Native place : Hyderabad

Marital Status : Married

Language Known : English, Arabic, Hindi, Telugu & Urdu

Visa Status : Visit Visa 3 months (19.09.2019 Arrival date)

**DECLARATION:-**

I hereby affirm that the information above given by me is true and correct to the best of my knowledge and looking forward for a chance to work in your esteemed organization.

Date: Place – Fujairah – United Arab Emirates. (Hayatullah)