 IRFAN



***D.O.B****–**10/09/1984*

***Nationality****–**Pakistani*

**CONTACT**

**EMAIL**

*Irfan-393293@2freemail.com*

**PERSONAL SKILLS**

**PERSONAL SUMMARY**

*I have in excess of 8 years work experience in all areas of customer services/Administration/Security. These experiences I gained while working at my previous companies.*

*My demonstrated achievements, training and experience render me qualified and competent to make an effective and useful contribution to CSR's function within your organization as I believe I can bring a lot to the table with my previous work experiences. I want to be a part of a dynamic organization where I can aptly utilize my skills and work experience.*

*Right now looking for a suitable position with a company that wants to recruit talented and enthusiastic individuals.*

**WORK EXPERIENCE**

**CONCIERGE SUPERVISOR**

*(Infinity Life style concierge Management*

*Compay)* ***Dubai.***

***01-01-2019 – 10-07-2019***

*Making decisions and solving problems.*

*Ability to quickly engage with others.*

*Trouble-shooting any problems that may arise.*

*Mentally tough enough to be able to work long hours in a stressful environment. Presentation Resourcing, preparation and presentation. Wastage control.*

*Willing to take responsibility.*

**Visa Status**

*Visa Title:-sales executive*

*Visa Status: visit visa*

**CONTROL ROOM**

**INCHARGE**

**ACCOUNT ASSISTANT**

**SR.OFFICER ADMIN/ACCOUNTS**

**ADMIN OFFICER**

**SECURITY OFFICER**

*13/03/2016– 12/12/2018*

***Premium Diagnostics & Clinics, Pakistan Finance Department***

*01/02/2015– 12/02/2016*

***The City School, Pakistan***

***Regional Office*** *19/01/2011– 04/08/2014*

***Pak Suzuki Motors co, Pakistan Maintenance Dept*** *20/04/2005– 15/05/2010*

***TSM, Holidays Inn Hotel Islamabad Front Office, Pakistan*** *02/01/2002– 01/03/2004*

**AREAS OF EXPERTISE**



*Correspondence Computer skills Implementing SOPs Pre of Presentations Banking Handling skills Staff supervision*

*ERP<Peach Tree, Fox Pro software Report writing*

*Time Management*

**TRAININGS**



*Highfield Health & safety award Highfield First Aider*

*Fire & safety Emirates Aviation College*

**COMPETENCIES**

*Raising the level of service, to enhance guest satisfaction Established staffing levels as per requirement*

*Keeping track of vendors work as*

*per decided standard*

*Proactive look at how the internal*

*processes can be developed*

*Focus to keep team motivation*

*high, to achieve results*

*Responsible for over-all function.*

*Keeping standard ISO*

*Responsible to maintain assigned*

*JD,*

**AWARDS**



**Employee of The Month**

**100% Attendance Award**

**Professional Development P**

***Foundation for Drug Free World***

**CURRENT DUTIES & RESPONSIBILITY**



Serve as a key point of contact for Guests and efficiently respond to Guest enquiries

Provide information, advice and booking services for a wide variety of Guest enquiries, including city tours, theatre tickets, restaurants, doctors, flight bookings, among others Process and deliver messages for Guests

Deliver and safely storage Guest luggage

Stay current with all hotel services as well as daily VIP requests and special events

Ensure orderliness and safety guidelines around the lobby and front door areas

Provide support to Management as required, in cases of emergency Project a professional manner with an emphasis on hospitality and Guest service

Maintain a clean, healthy, and safety working area

Act in accordance with policies and procedures when working with front of house equipment and property management systems

**ACADEMIC QUALIFICATIONS**

***Graduation In Health & Safety***



*Falcon Way University, USA-(2018)*

***Diploma Information Technology***



*IIT-PAK RAWALPINI, PAKISTAN* - (*2012).*

***Matriculation in Science (2001).***



**License & Certification**



***UAE valid Automatic Vehicle Driving License.***



***Security System Operator License from Dubai Police, United Arab Emirates.***



***Diploma Information Technology from IIT-Pakistan.***



***First Aider License from Dubai Govt United Arab Emirates.***



***Health & safety course from City & Guild UK.***



***Fire & Safety from aviation College Dubai***