



SHAIKH FARDAN

+971509523787

Shaikhfardan210@gmail.com

Dubai – UAE

Skills

Good leadership qualities

Effective teamwork and time management

Keen listener with good interpreting skills

Confident speaker

Advanced Opera PMS knowledge

Languages

English - Fluent

Hindi – Fluent

Russian - Learner

Additional Information

DOB: 15/01/2002

Marital Status: Unmarried

Nationality: Indian

Visa Status: Resident

Summary

To Work in an encourage environment that will give me ample opportunities to utilize my interpersonal an analytical skills and I promise to deliver my best.

Experience

Guest Services Representative

Al Khoory Hotels - Dubai, UAE

March-2024 – Present

- Register Guest and assign rooms.
Answer guest calls and resolved queries promptly.
Check ins and outs and processed payments.
Maintain records of guest bookings.

Engagement Associate

The Executive Centre – Mumbai, India

September 2023 – March -2024

- Greeting and welcoming guests.
Update client's record with accurate information to enable care continuity.
Scheduling meetings and other office activities.
Maintaining office facilities and customizing through vendors.

Front Office Associate

Oberoi Hotels and Resorts – Mumbai

July 2021 – August 2023

- Greet guests in a professional manner and provide friendly and knowledgeable assistance.
Increase revenue by upselling and recommending products.

Performed night audits to update room revenue and charges.

Qualification

Diploma in Tourism (Appearing)

Indira Gandhi national open university

High School Diploma

State Board of Maharashtra