**Host in Guest Relations** with demonstrated skills in Organized and dedicated with proven record of accomplishment of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

# Experience

Azher Ahmed

+971 (56) 267-2435

azherahmed081995@gmail.com

Dubai,United Arab Emirates

08 July 1995

01.10.2021 to 06.01.2024(02 Years 03 Months)

**Host in Guest Relations**

**IMG THEME PARK LLC, DUBAI, U.A.E**

* Worked as an energetic customer service professional who loves getting things right for customer.
* Responsible for persuading customer to shop and encouraging them to spend more than they intended to.
* Excellent verbal and listening skills. I prove to be a multi- tasked and known for building &creating positive environment around myself. Provided logistical support for programs, meetings and events, agenda preparation and calendar maintenance.
* Greets and receives customers in a welcoming manner and responding customer questions.
* Answering customer questions and counter-questioning them.
* Monitored premises, screened visitors, updated logs and issued passes to maintain security. Meeting and greeting customer in professional and timely manner.
* Supported manager through personal document management, calendar organization and collateral Preparation for meetings.
* Performed general office duties Following SOP’S, including answering multi-line Phone Calls, routing telephone calls or messages to appropriate staff and greeting visitors.

**Cashier**

**Sohail Hotel – Hyderabad, Telangana (March 2018 to August 2021)**

* Managing transactions with customer using cash register.
* Scanning goods and ensuring is accurate.
* Collecting payment whether in cash or credit
* Issue receipt, refunds, change.
* Maintain clean and tidy checkout areas.
* Greet customers when entering or leaving the restaurant.

# Highlights

* MS Office, MS Excel, Wings
* Good math skills.
* Strong communication and management skills
* Familiarity with electronic equipment, like cash register and POS.

# Education

* B. Com from Anwar Uloom Degree Osmania University –

Hyderabad (2016 to 2018)

* Financial Accounting Diploma.

(10.01.2018 to 30.01.2019)

* Fire & Safety (NEBOSH, IOSH, OSHA) PG DIPLOMA

# Languages

English – Full professional Proficiency Hindi – Native or Bilingual Proficiency Urdu - Native or Bilingual Proficiency

* Visa Status – Visit Visa