

Atif khan



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Abu Dhabi, UAE

Visa Status: Visit Visa

Availability: Immediately



Al Bustan Flowers Abu Dhabi UAE

Admin Executive / Document controller August 2016 - February 2020

- Monitoring and Checking track record for all inventories and Requirements.
- Handled and closed petty cash at each month end.
- Preparation and presentation of the monthly & annual Performance records of staff.
- Check and balance record sheet for all the employee and drivers.
- Calculation of staff Salaries and time sheet closing.
- Purchased items for store & material as requested by florists.
- Renewed all municipality licenses (Trade Licenses, Civil Defense & Agricultural certificate).
- Processed Salaries via WPS Online banking system (NBQ Bank).
- Daily report of Sales & Purchase forwarded to the manager.
- Manage and intake handling of documentation for organization.
- Check the documents, scan and photography file and make sure that organization document is store keep safely.
- Perform quality checks on documents to ensure accuracy and completeness.

Best Western Hotel- Islamabad Pakistan

Ramada Hotel- Islamabad Pakistan

Front Desk Officer May 2014 – June 2016 (2 Years 2 Months)

- Greeting guests and visitors with a warm and welcoming smile.
- Checking guests-in and out of their rooms and providing room keys.
- Helping them with their bookings & reservations.
- Verifying guest's payments methods during check-in.
- Escorted guests to their assigned rooms, including transporting their luggage.
- Provided information to guests about hotel services and amenities & guided the local area.
- Handled Guest comments or complaints, referred customers to managers as necessary.
- Answered telephone calls and deal with face to face enquiries.
- Confirming group reservations and arranging personalized services for VIP customers and event attendees like wedding guests.
- Upselling additional facilities and services when appropriate.
- Organizing transport services for guests at their request.
- Coordinate with housekeeping staff to ensure all rooms are clean, tidy and fully furnished to accommodate guest's needs.
- Maintaining updated records of bookings and payment.

Personal Information:

Passport No: BC4134372 (10 Aug, 2024)
Marital Status: Married
Nationality: Pakistani
Health: Excellent
D.O.B: 10 March, 1991

Education :

- Diploma in Hotel Management Fithm Institute of Hotel Management 2014
- S.S.C Board of Secondary Education, Mardan, KPK 2009

Languages:

English, Arabic, Urdu, Pashtu.

Interest: Cricket, Football, Badminton.

References: Available on Request