

CURRICULUM VITAE

POST APPLIED FOR – OFFICE ASSISTANT



IBRAHIM KHALEEL

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Permanent Address:
Usman Manzil,
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Personal Data:

Nationality : Indian

Sex : Male

Marital Status : Married

Religion : Muslim

Language Known: English, Hindi, Arabic
& Kannada

Passport Details

Passport No : **V8342417**

Place of issue : Abu Dhabi

Date of issue : 24/11/2021

Expiry Date : 23/11/2031

OBJECTIVE

To pursue a challenging and rewarding career in the hotel industry, where I can articulate with total knowledge on cuisine and beverages, cost and with the ability to motivate staff, the superiors, the colleagues and guests to return for the experience

STRENGTHS

- Self Confidence & Creativity in work.
- Good team player with leadership qualities
- Highly motivated to work as a team.
- Customer Service

EDUCATIONAL PROFILE

- Secondary School Certificate Passed.

EXPERIENCE (13+ YEARS EXPERIENCE)

- 2 Years and 6 Months in M/s NCTH,UAE as a Office Assistant Working with ADNOC Onshore,BUHASA (November''2018 to till date)
- 6 Years in M/s ADNH,UAE as a Office Assistant Working With ADNOC Onshore, BUHASA (February''2013 –October'' 2018)
- 3 Years in M/s AGILITY,UAE as a Waiter Working With ADNOC Onshore,BUHASA (August''2009 –January'' 2013)
- 2 Years in M/s SPINNEYS,UAE as a Waiter Working With ADNOC Onshore,BUHASA (August''2007–July''2009)

COURSES & TRAININGS

- First aid Course
- Basic Fire Fighting
- Basic Knowledge of Food and Safety
- Certification Of Food & Safety Level-2
- Basic Knowledge Of Computer Hardware

DETAILS OF WORK EXPERIENCE

Company	M/s NATIONAL CORPORATION OF TOURISM & HOTELS (NCTH)
Duration	from November''2018 to Till date
Location	ADNOC Onshore-BUHASA, Abu Dhabi, UAE
Position	Office Assistant

JOB RESPONSIBILITIES- Office Assistant

- ❖ Coordinating with Maintenance to repair of office equipment
- ❖ Assisting other administrative staff in wide range of office duties
- ❖ Collecting and Distributing couriers or parcels. Among Employee opening and sorting mails.
- ❖ Helping the Receptionist, Secretaries or other administrative assistant in performing their duties
- ❖ Distributing the Fax through E-mail to various departments.
- ❖ Well Organized and proficient with Referrals

Company	M/s ABUDHABI NATIONAL HOTELS (ADNH)
Duration	from February''2013 to October''2018
Location	ADNOC Onshore BUHASA, Abu Dhabi
Position	Office Assistant

JOB RESPONSIBILITIES- Office Assistant

- ❖ Dealing with enquiries in person and by phone
- ❖ Maintaining the reception area
- ❖ Greeting visitors
- ❖ Taking messages for people
- ❖ Welcome, assist and direct visitors properly
- ❖ Maintain general filling system, sort and record mails properly
- ❖ Set Schedule and plan meetings,appointments,and conferences
- ❖ Type,Scan,copy documents

Company	M/s AGILITY COMPANY PJSC
Duration	from August'' 2009 to January'' 2013
Location	ADNOC Onshore BUHASA, Abu Dhabi
Position	Waiter

JOB RESPONSIBILITIES- Waiter

- ❖ Providing excellent wait service to ensure satisfaction
- ❖ Making menu recommendations,answering,question and sharing additional information with restaurant patrons
- ❖ Clean tables and daily arrange table setup
- ❖ Preparation of various type of juices
- ❖ Preparation of meeting setup

Company	M/s SPINNEYS LLC
Duration	from August'' 2007 to July''2009
Location	ADNOC Onshore BUHASA, Abu Dhabi
Position	Waiter

JOB RESPONSIBILITIES- Waiter

- ❖ Welcoming Guests
- ❖ Preparation of Various Coffee, Tea and other beverages
- ❖ Answers the telephone if necessary
- ❖ Preparing and serving a variety of coffee Drinks, Along With Pastries and cookies
- ❖ Preparation of various type of juices etc.,

SKILLS & ABILITIES

- Basic Computer and Math Knowledge (MS-Word, MS-Excel and PowerPoint Etc.,)
- Handling the Telephone and E-Mails
- Very Good Communication and presentation skills
- A very positive attitude and outgoing personalities and open new ideas
- Team Player and Effective Communication
- Self-Motivated and enthusiastic
- Innovative and Creative Approach to work

DECLARATION

I hereby certify that all the above mentioned particulars are true to the best of my knowledge and belief.

IBRAHIM KHALEEL