

CONTACT

Jaber Qadeer

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

16/07/2019 -

- **Driver Cum Office assistant**
Cygnus Telecom
1: Safely transport staff and documents to required locations.
2: Perform general office duties like filing, photocopying, and handling incoming/outgoing mail.
3: Assist with office purchases, deliveries, and maintaining office supplies.
4: Support other departments with ad-hoc tasks as needed.

June 2016 - July 2018

- **Assistant Front office**
Dusit d2 kenz Hotel Dubai
Perform all check-in and check-out tasks.
Manage online and phone reservations.
Inform customers about payment method and verify their credit card data.
Register guests collecting necessary information (like contact details and exact date of their stay).
Welcome guests upon their arrival and assign rooms.

2012 - 2014

- **Accommodation Attendant**
Park Rotana Hotel Abu Dhabi
Inventory management.
Vacuum clean and dust Guest rooms.
Make beds, change sheets remove and replace used towels and toiletries.
Ensure security of Guests rooms and privacy of Guests.

2008 - 2011

- **Camp Boss Assistant**
Alana Group of Companies
Update regularly the accommodation plan and rooms inventory.
Report incidents in the accommodation and report immediately to the Human Resources Department.
Coordinate with outsourced cleaning company to maintain the hygiene standards in order to provide our colleagues a healthy environment.
Daily patrol in the accommodation for anything unusual to be noted and reported to the Human Resources Department.
Key Skills and Competencies:

EDUCATION

2002

- **Government High school Miral Gala**
HSS
60%

SKILLS

- Ability to handle conflict situations tactfully, ♦ Excellent knowledge of the English Language, ♦ Ability to remain in a static position for long periods and work 9 Hour Shifts. ♦ Team work spirit & motivation ♦ Energy enthusiasm and motivation to

work hard ❖ Abilities to make other understand own viewpoint About industry knowledge ❖ Caring for customer Hotel market and customer profile ❖ Sales techniques and product knowledge ❖ Dealing with guest inquiries ❖ Arranging safe custody of valuable ❖ Handling over at the end of the shift ❖ Using customer related language ❖ Welcoming guest to the hotel ❖ Handling mail and messages

LANGUAGES

- English
- Urdu
- Hindi
- Basic Arabic

DRIVING LICENSE

- Yes



JABER QADEER