



# HASSAN ASIF

## PROFILE

Administrative Abilities with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Microsoft Excel. Looking to leverage my knowledge and experience into a role as a good and liable employee. Holding UAE Bike Rider License

### Date Of Birth

21/May/1996

### Nationality

Pakistani

### Passport No.

FF7889812

### Emirates I'D NO.

784-1996-3777684-2

### PHONE \ WhatsApp

+971 52 2728004

## EMAIL

HASSANASIF519@gmail.com

## ADDRESS

307 Fakhri Building Rolla Street,  
Bur Dubai, United Arab Emirates

## UAE Driving License

AL FUJAIRAH: 254709

## PROFESSIONAL EXPERIENCE

### Hotel Receptionist

Chanab View Hotel Gujranwala, Pakistan  
August 2016- Sep 2019

- Perform all check-in and check-out tasks
- Manage online and phone reservations
- Inform customers about payment methods and verify their credit card data
- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Respond to clients' complaints in a timely and professional manner

### Security Incharge

Chanab View Hotel Gujranwala, Pakistan  
Sep 2019- April 2022

- Monitor and authorize entrance of vehicles or people in the property
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Provide assistance to people in need
- Submit reports of daily surveillance activity and important occurrences

M Usman Farooq Delivery Services, Dubai  
May 2022 – Present

- Deliver a wide variety of items to different addresses and through different routes
- Follow routes and time schedule
- Load, unload, prepare, inspect and operate a delivery vehicle
- Ask for feedback on provided services and resolve clients' complaints
- Collect payments

## EDUCATION

May 2016

**High School Certificate**

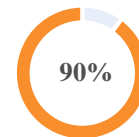
**Govt. High School Gujranwala**

March 2013

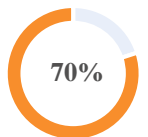
**Secondary School Certificate**

**Govt. High School Gujranwala**

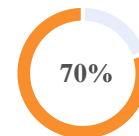
## KEY SKILLS



Communication



Arabic Reading



Microsoft  
Office



Google  
Workspace

## ADDITIONAL SKILLS

English (Fluent)



Typing speed of 70 WPM



Problem Solving



Team Leadership

