

IRSHAD HUSSAIN

FRONT OFFICE EXECUTIVE

WITH DUBAI DRIVING LICENCE

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📍 Thiruvananthapuram, Kerala, India



WORK EXPERIENCE

RECEPTIONIST INCHARGE CUM FRONT OFFICE AUDITOR

ROYAL TULIP HOTEL (3 STAR) - DUBAI

Served as Receptionist Incharge and Front Office Auditor, managing front desk operations and guest relations efficiently. Ensured smooth check-in/out processes, handled audits, and maintained accurate financial records. Delivered exceptional customer service, enhancing guest satisfaction and operational excellence.

SUPERVISING EXECUTIVE

TAREEQ AL SAJAA SUPERMARKET - SHARJAH U.A.E

Overseeing daily operations and ensuring efficient staff management. Maintained inventory control, monitored sales performance, and ensured excellent customer service. Focused on meeting targets and delivering a seamless shopping experience.

SENIOR RECEPTIONIST CUM ADMIN & ACCOUNTS OFFICER

ROYAL MARK HOTEL STANDARD APARTMENTS- DUBAI

Served as Senior Receptionist and Admin & Accounts Executive in a reputed hotel, overseeing front desk operations and administrative functions. Managed bookings, handled accounts, and ensured seamless guest experiences. Focused on improving operational workflows and delivering exceptional service.

RECEPTIONIST INCHARGE CUM ADMIN EXECUTIVE

ORIENTAL PALACE HOTEL STANDARD APARTMENTS - DUBAI

Leading front desk operations and coordinating administrative duties. Supervised the team to ensure smooth guest check-ins, handled reservations, and maintained records. Prioritized excellent service and efficient workflow management.

ABOUT ME

Experienced Hotel Receptionist and Admin Executive with 8+ years of expertise in front desk operations, customer service, reservations, and administrative tasks. Skilled in multitasking and maintaining a professional, welcoming environment.

PERSONAL

DATE OF BIRTH : 19-07-1994

NATIONALITY : INDIAN

GENDER : MALE

SKILLS

- Communication
- Time management
- Front Office Operations
- Team supervision
- Customer Service
- Inventory Management
- Administration
- Technical Skills
- Auditing



HOTEL RECEPTIONIST

RAFEE HOTEL (2 STAR) - DUBAI

Handled front desk operations, reservations, and guest services as a Hotel Receptionist. Ensured smooth check-ins/outs and exceptional customer service.

E D U C A T I O N

MASTER OF BUSINESS ADMINISTRATION

INTERNATIONAL BUSINESS MANAGEMENT

MADURAI KAMARAJ UNIVERISTY - 2016

BACHELOR OF BUSINESS ADMINISTRATION

KERALA UNIVERSITY - 2014

L A N G U A G E S K N O W N

- **MALAYALAM**
- **HINDI**
- **TAMIL**
- **ENGLISH**
- **ARABIC**

C O M P U T E R S K I L L S

- **MICROSOFT OFFICE**
- **WINHMS SOFTWARE**
- **OPERA PMS SOFTWARE**

