**IBRAHIM KHAN**

Cell: +971562819644

Email: ibrahim7864u@gmail.com

Dear Sir

I would like to offer my service for the suitable post in your esteemed organisation. Attached is my resume in which my qualifications and professional experiences have been mentioned.

I am having 10 years of Professional Experience in which I possess 5 years of UAE Experience. I have major work experience in hospitality sectors where I served my role in documents controlling, food handling and storage operations.

Being Graduate, I am hardworking and self dependent employee without any need of assistance of superior and subordinate. I am quite proficient in Computer Literacy and able to manage startup food inn or running restaurants and cafeterias. I possess soft skills and able to manage each and every tasks of daily operations.

I am seeking for the job at Supervisor Level for further growth and development of my career. I found your opportunity as a best chance to strengthen my career as I am falling in the criteria mentioned in your job requirements.

So you are requested to kindly consider my resume for your screening and selection process and give me a call at any time so we could setup a time for interview. For analyzing my skills and immediate conclusion, I would prefer to take my trial so it will be beneficial for both of us.

Thanks and Best Regards

Ibrahim Khan

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**OBJECTIVE:**

An aspiring young executive with high level of learning enthusiasm and determination for achievements in the world of hospitality and tourism.

**EXPERIENCE:**

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| **HNS.png** | *Hot’ n Spicy Restaurant – Dubai UAE*Mainly recognized as Pakistani and Indian Cuisines along with additional serving of Arabic and Chinese Dishes. It has two outlets in the main commercial and residential areas of Dubai i.e. Barsha and Jumeira Lake Tower.Job Services from **February 2016 till Present** with different roles in multiples areas according to management decisions:**OUTLET SUPERVISOR – FOOD AND BEVERAGES:**Role Details:* Attend Customer Calls and Manage Order Deliveries.
* Manage Cash Counter till Closing.
* Customer Greetings and Feedbacks.
* Co ordination with Co workers.

---------------------------------------------------------------------------------**CALL CENTER INCHARGE – FOOD AND BERVERAGES:**Role Details:* Orders receiving from customers for deliveries and forward it towards outlet located closer to customer locations.
* Handle team of three call centre representatives
* Follow ups of each delivery.
* Follow ups of Customer Satisfaction.
* Co ordination with outlet managers and recommend necessary actions according to customer feedbacks.
* Sales increasing according to customer’s desire.

-----------------------------------------------------------------------------**STORE INCHARGE – FOOD AND BERVERAGES:**Role Details:* Maintenance of storage section.
* Receiving of inventories from vendors.
* Issuance of items to kitchen areas of both branches.
* Keeping track of inventories.
* Co ordination with Purchase Manager and Kitchen Supervisors.
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| **PERSONAL DETAILS**D.O.B: 15-Aug-1979Nationality: PakistaniAddress: Apartment No.2204 Sheikha Noora Tower Tecom Dubai, UAEVisa: Residence (Employment) Visa | **EDUCATION*** **University of Karachi**

Bachelor of Arts (In Progress) * **Board of Immediate Education, Karachi**

Intermediate Commerce, 2006* **Board of Secondary Education, Karachi**

Matriculation (Humanities), 1998 |
| **LANGUAGES*** **English** – Professional Working Proficiency
* **Urdu** – Native proficiency
 | **SPECIALIZED SKILLS*** Microsoft Office Package (Word, Excel, PowerPoint and Outlook)
* Order Management
* Communications
* Customer Service Management
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