

# Muhammad shariq

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📍 Dubai, United arab emirates

🇮🇳 Indian



## PROFILE

Hello! I'm a dynamic and results-driven professional with hospitality experience background. Known for my effective communication skills and wide to open with ideas and new strategies. I thrive in fast-paced environments or in a team. Eager to bring my expertise to the company and contribute to give and get the best out of me .

## PROFESSIONAL EXPERIENCE

Feb 2023 – Jun 2023  
Goa, India

### W hotel and resorts, Intern

- Resolved customer issues quickly and notified supervisor immediately when problems escalated.
- Utilized office management software to record and track customer information.
- Received and screened incoming calls, emails and visitors and alerted administrative manager to priority matters. Written greeting cards on behalf of the General Manager.
- Supplied clean linens and picked up and delivered soiled linens from residential areas to laundry.
- Assisted housekeeping department with cleaning activities such as sweeping, mopping, dusting and polishing.
- Ordered and stocked supplies to avoid shortages and excess inventory.
- Reported back to instructor to receive day-to-day tasks and responsibilities.
- Replenished condiments, beverages, and supplies while maintaining cleanliness of service areas.

## SKILLS

Team management • Microsoft word • Microsoft excel • Analytical thinking

Creativity and innovation

## EDUCATION

2019 – 2022  
India

### Bsc hotel management and catering science, Bharatiya University

Core Hotel Management Skills:

- Front Office Management
- Housekeeping Operations
- Food and Beverage Service
- Food Production and Culinary Arts

- Business and Management Courses:

Hospitality Law and Ethics:

- Legal Aspects in the Hospitality Industry
- Ethical Practices in Hotel Management

Event Management:

- Convention and Event Planning
- Banquet Management

Internship and Practical Training:

- internship to gain hands-on experience in various departments of a hospitality establishment.

Customer Service Excellence:

- Training in providing exceptional customer service is a key component of the curriculum.

2017 – 2022

Bahrain

**All india senior school certificate of examination, Indian school**

2010 – 2017

Garhood,

United Arab Emirates

**Central board of secondary education, New indian model school**

## LANGUAGES

English

Hindi

Malayalam