

MUHAMMAD ATIF

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Dubai, UAE



OBJECTIVES

To excel in career oriented position in a profession progressive organization where by mutual growth and prosperity is under lined execution of duties to the best of my abilities and establishing a position of trust, prosperity and confidence with the company.

PERSONAL SKILLS

- Honest and hardworking.
- I am a quick learner and have eagerness to learn different skills.
- Reliable and responsible and hard worker.
- Good Communication, self –confidence, Discipline and punctual.
- Honest and Hardworking Capacity.
- Having good convincing Capacity & Detail oriented and efficient.

WORK EXPERIENCE

WAITER

London Courtyard, Multan, Pakistan

Duration: 2017 to 2018

Job Tasks

- Escorts customers to their tables and ensures they are settled comfortably; offers coffee and other drinks
- Presents the menu to customers, answers queries about it, and makes suggestions if necessary
- Informs patrons the restaurant's daily specials
- Explains the preparation and cooking methods as well as ingredients of various menu items
- Takes orders from customers for food and beverages, writes down or memorize the orders; and enters information into the computer for transmittal to the kitchen
- Serves food and beverages promptly
- Ensures that customers are enjoying their meals or that they do not have any problem with their food
- Checks their identification to make sure that they meet the minimum age requirement for consuming alcoholic beverages

WAITER

Ramada Hotel, Multan, Pakistan

Duration: 2019 to 2020

Job Tasks

- Greet customers and offer a seat to them according to their preferences.
- Offer welcome drinks and beverages.

- Fill water glasses and refill beverages.
- Offer appetizers and beverages.
- Take orders and provide information about menu items.
- Suggest menu items when requested by the customer.
- Relay patrons' orders to the kitchen.
- Ensure that the order is prepared according to the menu.
- Ensure order quality and quantity before serving.
- Serve meals and side dishes.

SALES & MARKETING OFFICER

Syngenta & Arysta Life Sciences, Pakistan

Duration: 2020 to 2022

Job Tasks

- Developing and sustaining long-lasting relationships with customers.
- Screening, recruiting, and training sales employees.
- Calling potential customers to explain company products and encourage purchases.
- Answering customers' questions and escalating complex issues to the relevant departments as needed.
- Developing in-depth knowledge of company products.
- Maintaining an accurate record of all sales, scheduled customer appointments, and customer complaints.

ACHIEVEMENTS

- Food & Beverage top seller
- Service Excellence
- Nominee for Employee of the month for food and beverage
- Food & Beverages Speak Easy President

EDUCATIONAL ATTAINMENT

- Bachelor

PERSONAL DETAILS

- Date of Birth : Sep 04, 2001
- Gender : Male
- Nationality : Pakistan
- Marital Status : Single
- Religion : Islam
- Language Known : English, Hindi & Urdu
- Passport No : AX1485891
- Visa Status : Visit Visa

I hereby confirm the above information given is true and correct to the best of my knowledge.

MUHAMMAD ATIF

v Applicant