

Shakeel Abbas Khan

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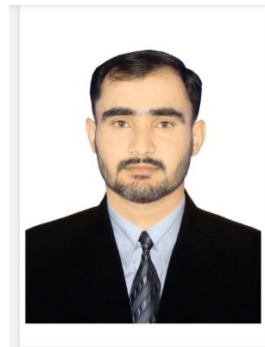
Phone: +971 56 238 2579

Nationality: Pakistani

Age: 30

Gender: Male | Married

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Profile Summary

Dedicated and highly motivated professional with over 6 years of experience in hotel management, excelling in personalized customer service, cost control, accounts management, reception management, and staff development. Committed to exceeding employer objectives and continuously seeking new challenges. Additionally, a seasoned English teacher with 3 years of experience in schools and colleges, passionate about imparting college-level writing, literature analysis, and close reading skills to students.

Currently employed as a Guest Service Agent in **Dubai**.

Work Experience

Officer's Mess- Heavy Industries Taxila, Pakistan

08/08/2017 – 14/08/2023

Mess Manager

- maintenance of billings and accounts
- maintenance of kitchen and services provided to the customers
- maintenance of house keeping
- maintenance of reception and orders taking.

Al-Aleem Model High School

09/05/2014 – 07/05/2017

English Teacher

Education And Training

University of Sargodha

22/04/2018 – 22/04/2020

Masters in International Relations

University of Sargodha

25/02/2015 – 25/02/201

Bachelor in Arts (B.A)

Diploma of Hotel Management and Tourism

06/2013 – 06/2015

Modern Institute of Science and Technology (Board of Trade and Technical Education), Islamabad

Diploma of International Food Management

09/2017 – 09/2018

Modern Institute of Science and Technology (Board of Trade and Technical Education), Islamabad

Diploma of Health and Safety Environmental Engineering

02/2021 – 02/2023

Institute of Technical and Professional Education (National Technical Training Council), Rawalpindi

Language Skills

Mother tongue(s): **Urdu****English**

LISTENING C1 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Digital Skills

Microsoft Office / Social Media / Team player/ Decision-making and planning / Excellent verbal and written Communication / Leadership, Critical thinking and Emotional Intelligence / Fast-typing / Flexibility and Cultural adaptability / hotel management / Team-work oriented / Inventory and supply management, Billing and record-keeping, Business Knowledge.

Hobbies and Interests

- Gardening
- Book Reading
- Hiking and exploring new places