



Mohammad Ehtesham

Mankhool bur dubai khalid bin waleed road behind Majestic
Hotel close to Almaya supermarket.
±971556418711 | srsham172@gmail.com

Objective

"Devoted and passionate individual receptionist providing with organization and interpersonal skills so that I can file documents, manage the front desk and greet clients." To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. To handle transactions between the guests and the hotel accurately. To track the transactions throughout the guest's occupancy. To monitor the guest's credit limit.

Experience

- Orchid Vue Hotel**** (Dubai)** 2022 - Counting
Front Desk (Receptionist)
Responsibilities :
 - Greet all guests and assist them with check-in and check-out.
 - Maintain a positive attitude and friendly demeanor.
 - Respond to all guest questions and requests.
 - Answer and forward phone calls.
 - Manage guest bookings and reservations.
 - Keep a tidy and orderly workspace.
 - Assist with administrative and
 - Clerical tasks as needed.
 - Booking meetings and Arranging couriers.
 - Receiving and sorting daily mails.
- Orchid Vue Hotel**** (Dubai)** 2019 - 2022
Floor Supervisor (Housekeeping)
Responsibilities :
 - We were responsible for keeping hotel premises clean and organized, supervising housekeeping activity, coordinating room attendants, ensuring guest satisfaction and solving complaints.
 - Monitors floor care and ensures safe practices are maintained. Directs housekeeping duties and the overall cleaning of the facility: dusting, floor care, window washing, cleaning of dryer filters.
 - cleaning supervisor oversees cleaning operations in business and residential settings. I manage a cleaning crew and guide them in cleaning offices or production facilities.
 - To ensure success as a Floor Supervisor, the incumbent must demonstrate the ability to supervise staff, possesses administrative capability and has a customer-oriented approach.
 - Effective housekeeping director has organizational, leadership, communication, time management, and team-building skills. These, along with excellent customer service, are the most vital skills associated with the job, although additional qualifications may be helpful in certain industries
- Iris Sweet Premium Homes (India)** 2018 - 2019
Bike Messenger
 - Picking up and delivering various packages to specified locations as per the delivery instructions provided by dispatch staff.
 - Verifying addresses and locations before each delivery to ensure that there are no errors.
 - Carefully planning travel routes to ensure that packages are delivered to recipients in a timely

manner.

- Securing packages to prevent damage during transit.
- Obtaining recipients' signatures upon completion of each delivery to confirm receipt of the correct items.
- Collecting payments as required and ensuring that the correct amounts have been received.
- Maintaining an accurate record of all packages delivered to recipients.
- Regularly communicating with dispatch staff to provide delivery updates and receive instructions for new deliveries.

Education

- **School** 2014
High school 10th
75%
- **School UP board of education** 2016
Intermediate Education 12th
79%
- **Graduation B.sc** 2019
Bachelor's of science
82%

Skills

- ■ 4+ years experience working in a hotel receptionist or guest services role in Dubai. ■ Having Bike License and Bike in UAE ■ High school diploma, GED, or suitable equivalent. ■ Proficient in Microsoft Office Suite and other necessary computer programs. ■ Solid written and verbal communication skills. ■ Fluency in English. ■ Ability to maintain a positive, friendly attitude even under high pressure. ■ Excellent organizational and multitasking skills. ■ Professional attitude and appearance.

Interests

- ■ Community service. ■ Cooking or baking. ■ Exercising and healthcare -

Languages

- Hindi, English, Urdu (Fluent) Can understand Punjabi and Marathi as well.

Personal Details

- Date of Birth : 06/07/1998
- Marital Status : Single
- Nationality : Indian
- Passport : R1061710
- Gender : Male
- Driving Licence : Having Bike License & Bike in UAE
- Place : Dubai
- Visa Status : Employment

Declaration

- I certify that the information I provided is true and complete to the best of my knowledge. I am aware that this self declaration statement is subject to review and verification and if such information has been falsified I may be terminated from the Housing Choice Voucher program for fraud and/or perjury.