**Md. HASNAIN KHAN**

**CONTACT:**

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**PROFESSIONAL SUMMARY**

*Versatile expert with a rich history in supervision, sales, and customer service, adept at store and document management. I am seeking challenging opportunities to enhance my diverse skill set and contribute to organizational growth. Ready to leverage my extensive experience and interpersonal abilities in a dynamic new role*.

**EDUCATION**

* *Bachelor of Arts from Monad University, 2013*
* *12 from up board 2007*
* *10 from up board 2005*

**WORK HISTORY**

***November 2022– July 2024 : Minibar Attendant, Taj Hotel Dubai (Team Leader in Evsye Easy Facility Management LLC )***

* Responsible for overseeing the minibar operations and ensuring guest satisfaction.
* Manage inventory, restocking, and billing processes.
* Train and supervise a team of minibar attendants.
* Maintain cleanliness and organization of minibar areas.
* Improved customer satisfaction with timely response to inquiries, addressing concerns, and finding effective solutions.

***March 2016 - February 2020 Sales executive, Authentic Builder And Developer Pvt., Aligarh U.p India***

* Generated leads and secured sales for residential and commercial properties.
* Conducted market research and analysis to identify potential clients.
* Built and maintained relationships with clients to ensure customer satisfaction.
* Collaborated with the marketing team to develop effective sales strategies.

**July 2013 - September 2013 B.S.O, HDFC bank, Aligarh U.p India**

* Opening Bank account and give service.
* Promoted bank products and services to customers.
* Handled documents and maintained accurate records.
* Provided excellent customer service and resolved any issues or concerns.

**STRENGTHS**

* **Dynamic Efficiency**: *Proactive in fast-paced environments, meets deadlines consistently*.
* **Superior Communication**: *Excellent oral and written skills, detail-oriented*.
* **Organizational Acumen**: *Highly organized with creative project management skills*.
* **Multitasking Mastery**: *Effectively manages tasks without compromising quality*.
* **Resilience under Pressure**: *Excels in high-pressure situations, quick learner.*
* **Delivery Management***: Proficient in meeting expected results with deliverables*.
* **Work Ethic**: *Strategic and hardworking to achieve objectives*.
* **Continuous Improvement**: *Actively seeks personal and professional growth*.
* **Quick Adaptability**: *Fast learner with diverse skill set, disciplined*.
* **Systematic Organizer**: *Enhances productivity through streamlined processes*.
* **Tech Agility**: *Proficient with various tools, quick to adapt to new systems*

**SKILLS**

* Supervision and Team Management
* Sales Expertise and Negotiation Tactics
* Customer Service Excellence
* Store Keeping and Inventory Control
* Records Management and Maintenance
* Document Flow Tracking
* Handling Queries from Business Partners
* Problem-Solving and Decision Making
* Office Equipment Maintenance

**COMPUTER SKILS**

* Electronic Records Management Systems
* Document Scanning and Management
* Data Logging Procedures
* Proficiency in Windows and Mac OS
* Microsoft outlook
* Microsoft Office Suite (Word, Excel, PowerPoint)
* OPERA Reservation System
* MICROS Point of Sale (POS) System

**PERSONAL DETAILS**

Father’s Name : Mr. Badruddin Khan

Date of Birth : 31st of July 1989

Religion : Muslim

Nationality : Indian

Language **:** English, Hindi & Urdu

Gender : Male

Marital Status : Married

Address : Hamza Colony, New S.S Nagar, Aligarh – 202001

I hereby declare that above mentioned details are completed and corrected to best of my knowledge and nothing has been concealed by me .