ASHIQ AHAMED

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

Bin Al sheik hotels and residences Sep 2022 - Currently working
Front office agent
Check guests in and out of their rooms
Answer any questions guests have
Make recommendations for activities and restaurants
Store any luggage guests have
Answer the phone and direct the call
Take reservations on the phone
Arrange transportation for guests
Maintain the record of guests that have checked in and out

Hamad medical corporation May 2018 - Sep 2022
Administration clerk
Customers check in and enter required information's into the computer systems
Collect payments through bank card
Provide appointments by doctor's request
Print a sick leave, clinical attendance etc.,
Assist in preparation of reports extract patient list, making timesheets Etc.,
Answer all phone calls in a professional courteous manner.
Provide secretarial, clerical, and administrative support to the department
Preparing and editing documents like letters, reports, memos, and emails.

Hotel Le garden July 2017 - February 2018
Front office receptionist
Perform all check-in and check-out tasks
Manage online and phone reservations
Inform customers about payment methods and verify their credit card data
Register guests collecting necessary information (like contact details and exact dates of their stay)
Welcome guests upon their arrival and assign rooms
Provide information about our hotel, available rooms, rates and amenities
Respond to clients' complaints in a timely and professional manner

Hwashin automotive India Pvt ltd company June 2016 - June 2017
Assembly operator 1
Preparing and editing documents like letters, reports, memos, and emails.
Recording minutes of meetings.
Assemble the body parts of Hyundai cars (Like x-mbr, lower arms, Chassis parts etc.),
Using instruments to assemble the body parts
Check & send them to dispatch team and
Solve handle the issues in working line

EDUCATION

MIET polytechnic college 2014
Diploma in mechanical engineering

Alison online 2022
Diploma in hospitality management

Alison online 2022
Diploma in business administration

Al Ameen matriculation higher secondary school 2014
Higher secondary

SKILLS

Technical | Computer | Microsoft office | Typing | Presentation

ACHIEVEMENTS & AWARDS

Iosh managing safely
Diploma in medical secretary
NDT (Non Destructive Test) & Piping technology
Basic hardware and networking

LANGUAGES

English
Hindi
Tamil
Malayalam
Basic Arabic

PERSONAL DETAILS

Date of Birth	:	03/08/1997
Marital Status	:	Single
Nationality	:	Indian
Passport	:	R4246281
Gender	:	Male
Place	:	Tamilnadu