

**MUHAMMAD MUNEEB RIAZ**

Address: House # F-1 Bedrock Apt 3, Ramsay Rd, Frere Town Clifton Karachi.

**OBJECTIVE:**To be a member of a management team in a progressive organization for a position offering challenges, opportunities and personal growth.

**BRIEF CAREER HISTORY:**

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| --- | --- | --- | --- |
| Job Title |  | : | Banquet Trainee |
| Employer |  | : | Pearl Continental Hotel Karachi |
| Duration |  | : | April-2013 to December-2013 |
| Job Title |  | : | Banquet Sales Coordinator |
| Employer |  | : | Pearl Continental Hotel Karachi |
| Duration |  | : | January-2014 till December-2015 |
| Job Title |  | : | Store In charge |
| Employer |  | : | El-Rancho Restaurant –Argentinian Grill |
| Duration |  | : | May-2018 till Present |
| Job Title |  | : | Contact Center Executive |
| Employer |  | : | Ufone |
| Campaign |  | : | K-Electric |
| Duration |  | : | March 2019 - September 2019 |

**Banquet Sales Coordinator**

**JOB RESPONSIBILITIES:**

* Assisting in selling & promoting banquet facilities.
* Assisting in preparing function sheets from information collected during discussions with clients.
* Assisting in supervising the layout of functions.
* Meeting with clients & host to determine requirements as well as last arrangements if necessary.
* Coordinate with all internal and external client / guest to ensure that the highest standard of service is rendered to members and guests.
* To follow up with customer that the facilities are delivered as per commitments.
* Coordinate with Banquet Operations team and ensure that all the necessary are catered for in all functions as stated in the Banquet Event Orders.

* Provide proposals and quotations on the functions enquire by client / guest
* Do follow-up to secure the business.
* Maintaining banquet sales files.
* Assisting in controlling computer feeding etc.
* Assisting in the planning of menus.
* Make telesales call, email update, fax and telegram to the client / guest. • Collect deposits, refunds, finalize bills and ensure rooms are setup and
* Equipped to meet client / guest specifications.
* Issuance of Daily Event Report, Banquet Event Order, Revised.
* Cancellation Sheets (as and when required), Weekly Forecast.
* Monthly Revenue Report.
* To Arrange Non-Objection Certificates for banquet events.

**ACADEMIC EDUCATION:**

* Matriculation
* Intermediate **COMPUTER EDUCATION:**
* Hardware, (1st June 2005 To 31st August 2005)
* Web-Designing From Infra Institute, (July-2007 To Dec-2007)
* Graphics Suite (AMSP Diploma) From Arena Multimedia (3rd Jan 2009 To 31st Dec 2012)

**OTHER SKILLS:**

* Fluent In Speaking and Understanding Urdu and English
* Opera V4 & V5, Microsoft Word, Excel, Power point, Internet Explorer, Adobe Flash & Photoshop.
* Team Player, Hardworking, Coordination, Follow SOP’s, Energetic, Punctual, Time Management, Positive attitude, Goal-Oriented, Flexibility Dependability.

**PERSONAL DATA:**

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| DATE OF BIRTH | : | 24-06-1989 |
| FATHER’S NAME | : | M. Riaz Ahmed |
| CNIC No | : | 42301-9932137-1 |
| EMAIL | : | Chaudhrymuneeb1@gmail.com |
| CONTACT | : | 0301-9333402 |

MARTIAL STATUS : Married

**REFERNCE:**

Will Be Furnished On Request.