

**APPLIED FOR**

**\*Receptionist**

**\*Front Desk Officer**

**\*Assist Administration**

**CURRICULUM VITAE**

**KHURRAM AZIZ**

Contact: 0092-331-2647942

Address: Plot # 37 Ex-A1lama Iqbal College

(Star Gate) Shahrah-e-Faisal, Karachi, Pakistan

**SKILLS AND STRENGTHS**

Team player, Positive attitude and boundless energy, Quick learner innovative, Ability to adapt situations, Hardworking, self-believed and respect others diligence, Confidence, sincerity & loyalty.

**10 YE0ARS EMPLOYMENT DETAIL**

* 5 Years Worked Experience as **Receptionist, Data Entry Operator**, in

Health Care Centre Maternity Children & General Hospital (2007 To 2012)

(Telephone, Consultants Appointments, IPD & OPD & Emergency & Laboratory Ultra Sounds, X-rays Etc. Patients Billing & Recoveries, Cash Handling, Filing, Admission & Discharge Procedure Shift Closing Data Entry Patients Record, Assist Administration)

* 2 Month Worked Experience As **Till Cashier** In

Kaybees Snacks & Restaurant Karachi, Pakistan (2013 To 2013)

(Till Operating, Order Punching Deliveries & Takeaway, Cash Handling)

* 02 Month Worked As **Receptionist / Front Desk Officer** In

Hotel Hilltop Karachi, Pakistan (2013 To 2013)

(Reservation, Check In/Out Procedure, Cash Handling, Petty Cash, Room Service-Rooms Electricity, Plumbing, Cleaning, Maintenance Follow, Filling Minibar & Ready Rooms After Check Out Guest, Supervise Staff )

* 3Years Worked Experience As **Cashier & Assist The Operation Manager** in

Red Emperor Restaurant Chinese Bistro Karachi Pakistan (2013 To 2016)

(Cash Credit Cards Handling P.O.S, Deliveries & Takeaway Orders Talking, & Follow the Floor in Rush Hours, Customers Complains, Reservation Buffet Parties Menu Decided Shift Closing, Expenses, Petty Cash, Item wise Sales Report & Monthly Sales & Expenses Statements

In Bar Making Mint lemonade, Pinnacloda, Orange Juice, Glasses Wiping, Assist Operation Manager)

* 1.5 Year Worked Experience As **Front Desk Officer / Office Assistant** In

Shahsika Pakistan PVT Ltd (From 2017 To 2018)

(Handling PABX, Messages Forwarding Visitor Log Book, Appointments Inward & Outward Couriers, Office Stationary, Quotations, Electric Meter Reading Monthly Consumption Report, Daily Staff Attendance, Monthly, Assist Administration & Maintenance, Supervise Office Boy & Cleaner For Routine Work Schedule)

**COMPUTER SKILLS**

MS, Office, Word Excel with Formula, Inventory, Stock Reports, Sale Summary, Expenses Statement, Etc.

Os Windows Xp-7-10, Web-Browsing Internet & Email, With 40 To 45 Typing Speed

**QUALIFICATIONS**

* Matriculation
* Intermediate

**PERSONAL INFORMATION**

Date of Birth : Sep, 06, 1989 (29 Years Old) Decent Personality)

Father's Name : Abdul Aziz

Nationality : Pakistani

Religion : Islam

Marital Status : Married

Languages Know : English, Urdu, Punjabi, (Read, Write, Speak,)

**(Immediate Joining Salary as Per Company Policy)**

**COVER LETTER**

**Receptionist / Front Desk Officer**

**1. Hospitality**

Handle Telephone Calls, Appointments, OPD & IPD Patients, Quires, Provide Complete Information, With Smooth Attitude & Work In Pressure Resolve Complains & Issues at Time, & In Emergency, Clear All Receipts & Billing, Recoveries, Make Good Relation Consultants, Surgeons, Doctors, Follow Cleaner, For Clean Reception Area & Assist Administration.

**2. Hotels / Guest House**

Handle Telephone Calls, Reservation, Complains & Messages Forward, Make Check in/Out Procedure with Standards of Hotels, Complete Guide To Guest, Check & Follow Rooms, & Services, Check Mini Bar & Clear All Dues & Refundable Amount & Good Relation With Guest & Take Quires at Time of Check Out, Make Clean Area Follow & Assist Administration & Management

**3. Restaurant**

Handle Telephone, Reservation, Deliveries & Takeaway Orders, Guest & Costumer Complains Issues & Resolve & Inform Manager or seniors, Make Good Relation with Guest, & Try to Guest Happy after Dine in or Visit

**ADMINISTRATION**

**Organization**

Make All Employees, Staff Contact Detail, Follow Complains, and Issues & Forward to seniors

**Maintenance**

Make & Count All Assets of Organization (Furniture, Electrical, Plumbing, Masonry, & General Use Accessories)

Take & Note down All Complains Regarding All Maintenance Issue & Try to Resolve at Time for Running Good Operation, Make All Vendors, Supplier & Repairing Persons Contact Detail & Set Maintenance Time Schedule

**Utility**

Check All Utility like Telephone, Electricity, Water, Food Internet, TV Cable, and Outdoor Transport Fuel Allowance & Try to paid at a time Or Set Monthly Routine as per Seniors & Resolve all Complains of Services

**Cleaning**

Try To Make All Cleaners, or Cleaning Service Provided Companies Contact Detail, Make Schedule Of Cleaning, & Arrange All Cleaning Items At Time Of Need Try To Organization Should Be Clean With All Areas