



Kashif Majeed

Experienced hospitality worker with a strong track record in handling administration tasks, maintaining high standards, and providing exceptional guest service. Proficient in inventory control, resolving complaints, and interacting with clients. Skilled in airport representation, visa assistance, and invoice collection with a proven ability to handle diverse situations effectively.

PERSONAL INFO

Date of Birth: 10 August 1974
Place of Birth: Doha, Qatar
Nationality: Pakistani
Religion: Islam
Visa Status: Resident Permit
Marital Status: Married
Qatari driving license (since 1993)

CONTACT INFO

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SKILLS

- Interpersonal Skills
- Problem Solving
- Customer Service
- Attention to detail
- Adaptability
- Ability to multitask
- Team work
- Microsoft Office

LANGUAGE

- English
- Urdu
- Arabic

EXPERIENCE

AL NAKI HOSPITALITY, DOHA - QATAR

Company Representative | July 2023 - present

- Currently working as a company representative (Mandoob) at Al Naki hospitality.

AL SADD MERWEB HOTEL, DOHA - QATAR

Bill Collector and Airport Representative | June 2003 - May 2006

Airport Representative:

- Facilitated the Meet & Greet program, warmly welcoming arriving guests.
- Assisted travelers with visa-related matters at the airport, ensuring a smooth entry process.
- Dealt with guests in various situations, skillfully handling their needs.

Bill Collector:

- Managed timely delivery of invoices to organizations, ensuring smooth financial transactions.
- Collected payments and maintained accurate invoice records and dispute resolutions.
- Worked with Hotel Finance to ensure easy invoicing procedures.
- Prepared monthly progress reports on invoices for financial transparency.

Executive Transporter:

- Provided executive transportation services for GCC & International summits with professionalism and efficiency.

DOHA LIMOUSINE

Airport Supervisor | July 2000 - September 2002

- Efficiently scheduled and managed drivers, ensuring smooth transportation operations.
- Upheld and enforced Company standards to maintain service excellence.
- Provided exemplary guest service, skillfully handling diverse situations and inquiries.
- Implemented effective inventory control and performed regular maintenance checks to optimize vehicle fleet.
- Proficiently addressed and resolved guest complaints, enhancing overall guest satisfaction.

AL AMER TRADING & CONTRACTING EST.

Secretary | October 1994 - March 1995

- Efficiently managed administration tasks with great attention to detail, ensuring smooth operations.
- Maintained well-organized filing systems for all correspondence, enhancing accessibility and productivity.
- Demonstrated exceptional customer service skills by adeptly handling client interactions and inquiries, guaranteeing client satisfaction.

EDUCATION

1991 | Pakistan Education Centre, Doha, Qatar

Secondary School certificate, Federal Board of Pakistan