

Amir Sohail

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OBJECTIVE

To obtain a career wherein I can utilize my skills and knowledge to the best of my ability thereby contributing towards the success and growth of both the company and myself.

ACADEMIC QUALIFICATION

Diploma Associate Engineer Electrical Technology Peshawar Pakistan (2016 till 2018) 3years

Board of Intermediate and Secondary Education, Abbottabad Pakistan.S.S.C

Computer Skills:

MS World, MS Excel, Microsoft Office Outlook, Power Point & Inter Net etc

PROFESSIONAL EXPERIENCE

Al Rayyan Restaurant Management Doha,Qatar.

Position : Order Taker/Cashier

Join Date: February 2022 to February 2023

Location: Shawarma El khebbez Umsalal Branch Doha,Qatar

Duties & Responsibility:

- Responsible for receiving food and beverage orders from the guest and relaying these orders to service attendants.
- Responsible for handling the cashiering duties.
- responsible for cleanliness of the front desk area, and telephone set in in room service.
- Established phone courtesy standards and actively sell food and beverages using up selling techniques.
- Advised the guest with approximate time frame for preparation, delivery and answer any there general guest questions.
- Maintained the pick-up log and follow up with room service staff for tray pickups.
- Used Great team player, great inter personal skills and great customer service.

Position : Sales Executive

Company: Al Shula Ind Select Equipment Est. LLC”

Join Date: Jan 2020 to Dec 2021

Location : Dubai – U.A.E

Duties & Responsibility:

- Responsible in managing and selling the hardware equipments.
- Preparing vouchers and transaction on daily basis sales.
- Preparing and organizing the delivery of sold products to the clients.
- Handling all customer related issues and complains for better customer satisfaction.
- Direct contact with the owner for all the sales, budget, revenue and income related issues.

Position: Business Development Manager

Company: Azan Mobile Enterprise.

Join Date: Jan 2017 to Dec 2020

Location : Islamabad

Duties & Responsibility:

- Ability to handle the highly dissatisfied customers and to sort out their pending complaint by understanding the exact reason of the dissatisfaction.
- Knowledge of processing the emergency operating procedures and confidence to suggest the accurate solutions to handle the urgent cases.
- Talent to train the customer service team by organizing the training programs, seminars and workshops, etc.
- Writing incentive reports, maintaining the customer satisfaction index and submitting the records to the team manager on time.
- Suggesting the effective customer service polices & strategies to promote products for enhancing the sales of the organization.
- Motivating the team to achieve the assigned targets by sorting their queries to deal the high profile customers

LANGUAGE SKILLS

Language	Read	Speak	Write
Urdu/Hindi	Excellent	Excellent	Excellent
Pashto	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
Arabic	Fair	Good	Good

PERSONAL INFORMATION

Father's Name : Mohammad Rafiq
Date of Birth : 5th Jan 1997
Religion : Islam
Nationality : Pakistani
Passport No : KG5193131
Marital Status : Single
Visa Status : Employment (Transferable)

Holding Qatar Driving License.

I, the undersigned certify that statement made by me herewith are complete and true to the best of my knowledge and belief.

Thank you for being interesting in reading my resume.

Best Regards

Applicant Signatur