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| Jihanzeb Hussain | **Contact Information:70348002**  [**Jihanzebhussainb@gmail.com**](mailto:hiban0303@gmail.com)  [**https://www.linkdin.com/in/Jihanzeb33**](https://www.linkdin.com/in/hiba-noor-236371233)  **Al Thumama, Doha State of Qatar** |

**Career Objective**

To obtain a challenging role within a growth oriented and progressive organization. Work hard diligently to achieve personal and organizational Objectives. Always remain enthusiastic and welcome responsibility that provides self-actualization and allows organizational value addition. Ensure continuous personal development and performance through consistent learning and efficient results in any jobs that suits my qualifications.

**EDUCATION**

**Graduation (Bachelor of Arts) Kohat University (2016)**

**Intermediate**  **BISE Kohat (2014)**

**Certification Safety Management**

**Certification Civil Engineering of Construction**

**Professional Experience & Responsibilities**

**August-2021 to 2022 (Qatar)**

**Office Assistant Al Sraiya Security Services**

* Ensured confidentiality of all personnel, office, and employment records.
* Provided administrative support with payroll, calendars, meetings, and training events.
* Onboarded new employees, and conducted orientations for new staff hires.
* making attendance sheet monthly for employs
* completion of banking activities personal and professional issues.
* Screened phone calls, inquiries and requests, and handled them when appropriate.
* Manage fillies and arrangement of meetings

**March-2020 to June 2021**

**Cashier at Saudi Hyper Market KSA Jubail**

**Responsibilities:**

* Greet Customers Provide them healthy environment
* Identify the prices of good and new shipments received
* Display the items and arranging them categorically
* Handling Company social media Accounts
* entering the daily data of cash
* Maintained the cleanness of store and fixing the issues
* Respond the telephone calls, customers inquiries
* Assist in store operations

**Jan-2017­-July-2019**

**Senior Head waiter at Ramada Plaza Islamabad Pakistan**

**Major Keys & responsibilities**

* Arrangement of Tables and chairs
* Greeting customers with smile
* Team Leader of waiters
* Providing menu and order charts to customers
* Making Bills for Customers
* maintain cleanness and healthy environment
* assist customers with other quires regarding foods Drinks.

**SKILLS**

* Excellent communication skills and effective team collaboration and time management skills
* Adaptability, creativity, leadership and ability to take on challenges
* Proficiency in speaking writing, reading and understanding English
* Organizational and administration skills
* Microsoft Office, Word, Excel
* Demonstrated ability to easily transcend culture Differences

**Languages**

English-Fluent

Urdu-Fluent

Arabic- Fluent

**Personal information**

Date of Birth: 15-March-1995

Contact Information:70348002

Nationality: Pakistan