



EXPERIENCE

HOTEL RECEPTIONIST, OUTDOOR SALES EXECUTIVE WAITER, ROOM SERVICE ORDER TAKER CUM TEA, COFFEE & JUICE MAKER, FOOD DELIVERY MAN DRIVER.

HOTEL RECEPTIONIST CUM NIGHT AUDITOR, K-108 HOTEL, DOHA, STATE OF QATAR.

OCTOBER 2024 - PRESENT

- ✓ Welcoming guests and checking their details against their bookings.
- ✓ Allocating guests their rooms and providing keys.
- ✓ Answering phone calls from prospective customers and guests, taking messages and delivering them.
- ✓ Responding to requests for help and information.
- ✓ Preparing room bills and ensuring prompt payments.
- ✓ Checking guests out, taking payments and returning deposits.
- ✓ Balance the computer system posting against the department balances and supporting documentation to ensure accuracy.
- ✓ Complete daily auditing, balancing, and closing procedures accurately and efficiently.
- ✓ Run all audit reports. Complete reporting requirements including daily report.
- ✓ Initiate and complete the audit computer process.

ABDUL AZIM

HOTEL RECEPTIONIST

PROFILE

Challenging and rewarding positioning post with any growth-oriented organization that offers these job responsibilities in any challenging Vacant and fully utilize my abilities.

CONTACT

aat2050@gmail.com

+974 33737 865

Doha – State of Qatar

SKILLS

Outstanding customer

Service skills & Sales.

Excellent communication skills.

Professional telephone manners.

Ability to multi-task.

Excellent problem-solving skills.

Good in MS Office Suite.

Knowledge of hotel

Software systems PMS & POS,

Cash Handling & Billing.

Light Vehicle Driving License

(Manual Cars)

LANGUAGES

English, Arabic, Hindi & Bengali

PERSONAL DETAILS

QID No: 2790501755*

QID Expiry: 19/08/2026

Date of Birth: 22/04/1979

Gender: Male

Marital status: Married

Nationality: Bangladeshi

Passport No: A1892282*

Pass. Expire: 11/06/2035

OUTDOOR SALES EXECUTIVE, NAHLA BUILDING MATERIALS & TOOLS L.L.C. DEIRA DUBAI, UNITED AROB EMIRATES

JANUARY 2018 – JUN 2022

- ✓ Find new customers (cold calling, visits, networking)
- ✓ Meet clients and explain products/services
- ✓ Negotiate price and close deals
- ✓ Build long-term relationships with customers
- ✓ Achieve monthly sales targets
- ✓ Prepare reports and follow-ups.

OUTDOOR SALES EXECUTIVE

AL TALEB MOBILE PHONE TRADING L.L.C. DEIRA DUBAI

JUN 2016 - JAN 218.

OUTDOOR SALESMAN YOUNG LONG TOLLS TRDING L.L.C. DEIRA DUBAI MAY 2014 – MAY 2016.

RECEPTIONIST, VIEW RAK HOTEL, RAS AL KHAIMAH, U.A.E.

JULY 2011 - JANUARY 2014.

**FOOD DEKIVERY MAN WITH CAR, KFC
DEIRA BRANCH, UNITED AROB EMIRATES.
AUGUST 2010 – JUN 2011**

**ROOM SERVICE ORDER TAKER CUM TEA,
COFFEE & JUCE MAKER. RAS AL KHAIMAH
U.A.E.
JULY 2008 - JULY 2010.**

**WAITER: ARABIAN HOTEL MANAGENT
GROUP, HAYAT PLAZA HOTEL. RAS AL
KHAIMAH, U.A.E.
MAY 2005 – JUN 2008.**

**SALES & CUSTOMER SERVICE
DAY TODAY DEPARTMENTAL STORE
2002- MAY 2005**

EDUCATION

HIGHER SECNDARY CERTIFICATE (HSC) COMPLETED
DAKSHIN BHAG M.C.M HIGH SCHOOL-1995

THE CERTIFICATE AWARDED
THE ART OF FRONT OFFICE HOSPITALITY.
BY QATAR TOURISM SERVICE EXCELLENCE ACADEMY
JULY 2025.

LIGHT VEHICLE DRIVING LICENSE (MANUAL CARS)
DUBAI 2008 – QATAR 2025.

I hereby certify that the information mentioned above is true and
correct to the best of my knowledge and belief.

Abdul Azim
Applicant