



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

EXPERIENCE

HOTEL RECEPTIONIST, SALES EXECUTIVE, RECEPTIONIST CUM NIGHT, AUDITOR, 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.

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

JANUARY 2018 – JUN 2022

- ✓ Conduct market research to identify selling possibilities and evaluate customer needs.
- ✓ Actively seek out new sales opportunities through cold calling, networking and social media.
- ✓ Set up meetings with potential clients and listen to their wishes and concerns.

RECEPTIONIST, VIEW RAK HOTEL, RAS AL KHAIMAH, UNITED AROB EMIRATES.

JULY 2015 - JANUARY 2018.

FOOD DEKIVERY MAN WITH CAR, KFC DEIRA BRANCH, UNITED AROB EMIRATES.

AUGUST 2013 – JUN 2015.

ROOM SERVICE ORDER TAKER CUM TEA, COFFEE & JUCE MAKER. RAS AL KHAIMAH UNITED AROB EMIRATES.

JULY 2009 - JULY 2013.

**WAITER: ARABIAN HOTEL MANAGENT
GROUP, HAYAT PLAZA HOTEL. RAS AL
KHAIMAH, UNITED AROB EMIRATES.
MAY 2005 – JUN 2012.**

**SALES & CUSTOMER SERVICE
DAY TODAY DEPARTMENTAL STORE.
UNITED AROB EMIRATES.
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 CAR)
DUBAI2008 – 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