



M.DANISH FAYYAZ

✈ DUBAI UNITED ARAB EMIRATES

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Languages

English ●●●●●●●●

Urdu

- **Computer skills:** Microsoft Office, (word, Power point, Excel Searching so on)
- **Technical:** Cooking, house carrying
- **Professional/Social:** Teamwork, Communication, Leadership, Organization, Problem-solving, Attention to detail

Summary

Experienced and resourceful Admin Assistant with a F.A (General group) Degree with 6 Month Hospitality certificate . Accomplished at office staff and Driver as well look after for and assist to do proper job with company management. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams.

Work Experience

2022-2023 Guest Relation Officer Cheezious Fast food Company Pakistan.

- Review arrival lists to welcome guests
- Attend to special guests (e.g. VIPs) and answer their inquiries
- Help prepare welcome folders with collateral (e.g. room service menus, area descriptions).

2021- 4Month Internship Reception PC Hotel Lahore

- Greet and welcome customers
- Meet the various needs of a diverse customers and solve problems that might arise during their sta
- Maintain reservations from phone calls, online and walk-in customers.

5Month-2022 Internship Hospitality Swiss Royal 5 Star Lahore

A hospitality job is one that involves working in a service-oriented industry, such as tourism, lodging, events, transportation, or food and beverage, performing tasks that foster a relationship with your company's customers.

2016 –2021 Admin/Assistan HEI Multinational Power Company Lahore.

Respond to telephone, in person or electronic enquiries or forward to appropriate. Provide general information to staff, Apply client visa ministry of interior in Pakistan clients and the public regarding company or program rules, regulations and procedures.

2015 – 2016 Salesmen Natural food mall Lahore(Pakistan)

- Estimate or quote prices, credit terms, trade-in allowances, warranties and delivery dates
- Assist in display of merchandise
- Maintain sales records for inventory control.

2023- Current Assistant RTA Transport Authority Company Dubai.

Driver assistants play a crucial role in ensuring smooth operations. They assist drivers with truck preparation, daily inspections, and deliveries while adhering to schedules. Additionally, they operate delivery.

EDUCATION

2022 F.A Allama Iqbal Open University (Lahore,Pakistan)

2014 Matric (BISE Lahore, Pakistan)