



CURRICULUM VITAE

OBJECTIVE

I would like to be part of a growing organization which provides me with opportunities to learn and further develop and grow in my career and give something back to the organization using my professional skills.

PERSONAL DATA

<i>Name</i>	<i>Suleman Shah</i>
<i>Father's Name</i>	<i>Hastam Shah</i>
<i>Date of Birth</i>	<i>02 February 1988</i>
<i>Contact No.</i>	<i>00973- 38359479</i>
<i>Email ID</i>	<i>fifa_world2003@yahoo.com</i>

ACADEMIC RECORD

- FSC Computer science From Pakistan Degree College Nowshera KPK Pakistan.*
- Bachelor degree from university of Peshawar kpk Pakistan.*

TRAININGS RECEIVED

- Destination Leadership*
- Fire Training Session*
- Food Hygiene Training Course*
- Group Training Techniques*
- Front Desk Agent*

PROFESSIONAL EXPERIENCE

- *Worked As Guest service receptionist in dragon city mall Diyar Al-Muharraq Bahrain from november 2015 till fabuary 2021*
- *Worked As A Telephone Operator In Majestic Arjaan by Rotana in Bahrain From August 2013 till November 2015.*
- *Worked As A Front desk receptionist In Pearl continental Peshawar Pakistan From March 2011 Till July 2013.*

COMPUTER SKILLS

- Excel 2010
- Microsoft Office Word 2007
- Microsoft Office Outlook, Email
- *Power Point*
- *Opera*
- *Quality Manegement Service*
- *Front OfficeVacas*
- *Back office Vacas*

Basic Background in using **Adobe Photoshop**

Possess software development project skills like Systems Analysis and Design

- Computer savvy with extensive knowledge of Internet technology.

PROFESSIONAL STRENGTHS

- *Reliable, effective, logical, and disciplined.*
- *Good conceptual, analytical, well organized.*
- *Training skills, proactive, demanding.*
- *Loyal*
- *Willing to learn and see new ways open to different views.*
- *High leadership skills.*

- *Patient, especially with difficult employees.*

Language

- *English, Arabic, Urdu, Pushto*