

MOHAMMED PERVEG AHMED

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CPR# 871145294



Career Objective:

To utilize my skills, capabilities and experience by joining your organization that has reputation for excellence. I can survive & adjust with any kind of environment, People and enjoy working to meet the challenges, and works well under pressure.

Special Qualification:

- For over 5 years of working experience in different field. Especially in Front office management and Sales marketing.
- Fluent in English and Hindi, can speak and understand Arabic.
- Expert in internet browsing, E-mail, Search engines.
- Good command over typing in English, about 45 words per minute.
- Enjoy working to meet the challenges, goals, and work well under pressure.
- Proficient Windows Platform 98, 2000, XP, MS Word, Power Point, Excel.
- Communicative & friendly.

Employment History:

Total Year of Experience: 5.6 Year(s)

1. Officer Accounts and Admin

(April 10, 2018 – Present)

BALCO CONTRACTING

Company Location: Bldg# 117, Road# 60 Sh. Abdulla Bin Hamad Avenue, Block# 214, Maharraq, kingdom of Bahrain

Duties/Responsibilities:

- Prepare and review invoices, make copies of invoices and send to appropriate department for approval.
- Review all check request and date –stamp
- Input all vendor invoices in system.
- Review and determine invoices to be paid.
- Select invoices for payment.
- Prepare Monthly sales and expense reports.
- Generate Check in accordance with issuing guidelines.
- Record manual checks, bill, Voucher, on a daily basis.
- Prepare check, voucher, bill, issuing money receipt and submit for approval.
- Address employee and vendor inquiries regarding payment.
- Marinating all bank account and other bank activity.
- Reconcile vendor accounts.
- Maintain patty cash and office expense.
- Prepare report and salary sheet.
- Organize office files and other document according to guidelines.
- Maintain employee attendant file.

2. Front office Executive

(July 1, 2015 – March 30, 2018)

Majestic Hotel, Juffair / Classic Tower, Juffair / Sanrock Hotel, Manama, Bahrain

Company Location: Bldg# 984, Road# 2417, Block# 324 Juffair, kingdom of Bahrain

Department: Front office.

Duties/Responsibilities:

- Welcomes visitors by greeting them.
- Complete the guest registration process to include, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, ensuring guest knows location of the room and assign bell person with the guest.
- Interacts with guests, answering guest questions and concerns.
- Maintain safe and clean reception area.
- Dealing with reservations by phone, e-mail, booking.com, Agoda, Expedia and others.
- Assist guests with check-out process to include ensuring that rooms and services are correctly accounted, collecting payment from guest, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency.
- Maintain proper security and ensuring privacy of the guest.
- Coding electronic room keys and managing the proper operation of the electronic keys.
- Managing the maintenance issue and take initiative to solve the problem.
- Preparing daily and monthly sales report.
- Preparing daily room status report.
- Managing housekeeping employee and follow up the room cleaning.
- Managing administrative work.
- Managing Technician and maintain their work schedule.
- Managing the proper operation of front office telephone and intercom and fulfilling guest request, attend guest complaints, conduct research and negotiate solutions for guest satisfaction.
- Other duty assign by Front office manager.

3. Zonal Manager

(April 1, 2013 - September 30, 2014)

Nilkomal Padma Plastic Pvt. Ltd

Company Location: Road#02, House# 6, Sector#11, Uttara, Dhaka, Bangladesh

Department: Recherche and Development

Duties/Responsibilities:

- Marketing and Sales (Institution).
- Employee Market visit and Tour Plan Coordinate.
- Market Survey.
- Analysis of competitor's market sale and strategy.
- Employee Performance analysis.
- Monitoring TSOs Daily Market Visit.
- Preparing Daily Weekly, and Monthly Payment collection Report.
- Develop and implemented factory structure to increase production and decryes cost.
- Administrative work.
- Employee Training Program Coordinate.

4. Asst. Manager

(September 1, 2011 - April 30, 2012)

Crown Homes Ltd.

Company Location: Sector # 3, H M Plaza, Uttara, Dhaka, Bangladesh

Department: Marketing and Sales

Duties/Responsibilities:

- Marketing and Sales
- Client Service
- Payment Collection
- Leading Sales Team
- Project visit with client
- Prepare Package and promotion
- Making daily and monthly sales report
- Prepare sales plan,
- Fixed monthly sales target for sales officer.

5. Marketing executive

(September 1, 2009 - August 31, 2011)

Wasi Developments Limited

Company Location: Road#7, Sector# 4, Uttara, Dhaka, Bangladesh

Department: Marketing and Sales

Duties/Responsibilities:

- Marketing and sales, Attend Client

Academic Qualification:

Bachelor of Arts Tourism and Hospitality Management- (BATHM)

- Institution: IUBAT- International University of Business Agriculture and Technology.
- Major: Hospitality Management
- Completed Courses: Front Office Management, Food & Beverage Management, Food Hygiene and Nutrition, Business and Hospitality Law, Culture Heritage and Entrepreneurship, Hospitality Marketing Management, Culinary, Housekeeping Management, Restaurant Management
- Passing Year: 2013
- CGPA: 3.00

Higher Secondary Certificate (HSC)

- BAF Shaheen College, Tejgoan, Dhaka
- Group: Business Studies
- Board: Dhaka
- Passing Year: 2005
- GPA: 4.10

Secondary School Certificate (SSC)

- Institution: Uttara High School, Dhaka
- Group: Science
- Board: Dhaka
- Passing Year: 2003
- GPA: 3.94

Fields of Specialization:

- Front office Management
- Customer Reservation
- Marketing and Sales.
- Customer Support/Client Service
- Administration

Skills:

Communication skills	<ul style="list-style-type: none"> • Good communication skills gained through my experience.
Organizational / Managerial skills	<ul style="list-style-type: none"> • Strong sense of responsibility and commitment. • Able to work individually and team player.

Computer skills	<ul style="list-style-type: none"> • Expert in Microsoft Office™ tools. • Strong Knowledge about Internet Browsing. • Good command over typing in English, about 45 words per minute.
Language skill	<ul style="list-style-type: none"> • Fluent in English. • Good working Knowledge in Arabic. • Good working Knowledge in Hindi
Other skills	<ul style="list-style-type: none"> • Communicative & Friendly, Self driven • Hard working & outstanding result oriented. • Strong leadership, Sincere & Committed.
Self Assessment	<ul style="list-style-type: none"> • Enjoy working to meet the challenges and overcome obstacles. • Positive attitude and high self-esteem. • Strong sense of responsibility and commitment.

Personal Details:

Father's Name : M A Hanif
 Mother's Name : Suriea Perveen
 Date of Birth : November 15, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Current Location : Bahrain
 Mobile : 00973- 35618292

Mohammed Perveg Ahmed