**CURRICULAM VITAE**



**Zahra Aslam zaraslam93@gmail.com**

**Contact no: 37393538**

**OBJECTIVE**

To join a reputed organization where I can extensively use my professional skills and experience and be able to contribute to the firm and myself.

**SKILLS AND ABILITIES**

Capable of self-correspondence.

Keeping confidentiality

Well versed with self-correspondence

Adaptable

Straight forward

Self-motivated

Dependable

Honest and hard working

Punctuality

**PROFESSIONAL EXPERIENCE**

4 Month experience in Front Office of ART Rotana Amwaj Island as:

* Check-In.
* Check-Out.
* Name mention in Revinate Survey as an Exceptional Employee.
* Updated Guest Information In GNS (Guest Notification System).
* Familiar with Software’s of Front Office OPERA, VICAS and QMS.
* Handling the call as per Standard.
* Trained in Debit & Credit card Payments.
* Trained In Pre-Authorized and Authorization Complete Payments.
* Closing City Ledger of the Guest.

1 Month experience in Guest Services of ART Rotana Amwaj Island

1 Month experience in Bell Desk of ART Rotana Amwaj Island.

2 Month experience in Learning & Development Department of ART Rotana Amwaj Island as:

* Worked as Secretary in L & D Department
* Done trainings in I’M Rotana, Hotel LIFE Program, Connecting You, Special for Special need, Department Training and Fire & Safety
* Updated The Colleague database & Organizes Rotana Quizes.

3 Month experience in Events Department of ART Rotana Amwaj Island as:

* Plan Event from Start to End.
* Handled Wedding, Mice Business & Ghabga Events.
* Prepare and present weekly and monthly event sales report.
* Given tours of the facilities and discusses bookings, Room options and Menus.
* Maintained Business Confidentially
* Ensures Active Follow up on Sent offers.

2 year experience in Finance Department of ART Rotana Amwaj Island as:

* Account Receivable/Account payable
* Follow up with City ledger Payments.
* Making Tax & Proforma Invoices.
* Preparing the Cheques by using the main accounting System SUN SYSTEM.
* Posting the invoices like Receiving invoices
* Posing the payments like School Fees, Rents and Electricity Bills.
* Follow up With Suppliers
* Updating Bank Details for Bank Transfer payments.
* Payment Reversing & Voiding.
* Bank and credit card reconciliation
* Receiving Department
* Receiving the good with appropriate standard
* Posting the invoices in JANA Software.
* Direct & Casual Staff Posting
* Goods Receive Without Invoices.

* Cost Control
* Having Access to MICROS, JANA Software.
* Finding Cost of Food & Beverages.
* Counting each and every items in Month end closing.
* Menu Engineering.
* Creating Items in Micros System.
* Income Audit
* Trained in making Daily Revenue Report.
* Updating reports of rate change, Rate check, Open Balances
* Credit card and Bank reconciliation.
* F & B Promotions reports
* Familiar with the software My Micros.

**ACADEMIC QUALIFICATION**

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| --- | --- | --- |
| (2017-2019) | Hotel and tourism management  (HTMI) | Bahrain institute of hospitality and retail (BIHR) |
| (2010-2011) | Higher secondary education | Pakistan Urdu School |
| (2008-2009) | Matriculation | Pakistan Urdu School |
| (1997-2007) | Primary education | Pakistan Urdu School |

**TECHNICAL SKILLS**

MS office

Marketting skills

Good communication

E-Mail Communication.

Software and window Installation.

Typing etc

Online banking and funds transfer

**LANGUAGES**

English – fluent

Urdu - Mother tongue

Arabic – basic

**PERSONAL INFORMATION**

Father's Name: Aslam pervez

Date of Birth and age: 27, 14 January 1993

Nationality: Bahraini

Marital Status: Single

Home Address: Salmabad, Bahrain.

Contact No. 37393538

**REFERENCES**

|  |  |
| --- | --- |
| DR SHERYL VIEGAS | Academic Head Bihr Bahrain |
| MR. SURESH | Faculty/ F &B Bihr Bahrain |
| MRS. RESHMA | Faculty/ English Bihr Bahrain |

**DECLARATION**

I hereby declare that all the information above is true according to the best of my knowledge.

Yours sincerely

Zahra Aslam Bahrain