

Muhammad Usman Awan

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Address: Building no: 844 road no: 420 hidd Bahrain.

Valid Bahrain Driving License



Career Objectives:

Seeking an organization in need of an Aggressive, Energetic Person to improve Performance and get an Original and Innovative path to maintain the total concept of person and Professional Excellence in career through a Stimulation Challenging and goal oriented environment.

Highlights of Employment

• Front Desk Concierge(from 2018)

JUMAIRA ROYAL SARAY BAHRAIN

- Develops a strong knowledge of the hotel's facilities and services and of the surrounding community.
- Provides guests with information about attractions, facilities, services, and activities in or outside the property.
- Makes guest reservations for air or other forms of transportation when requested.
- Obtains necessary itinerary tickets
- Arranges secretarial and other office services.

• Office Coordinator and Controller (2016 to 2018)

ISS Bahrain

- Welcome clients and visitors to the office and assist them as needed
- Perform various clerical tasks as needed (file papers, organize supplies, etc.)
- Answer phones and route calls to appropriate persons
- travel arrangements for executives
- Frequently check office supply stock; reorder supplies when needed

• Office Admin(2015 to 2016)

Park Point Bahrain WLL

- Coordinate office activities and operations.
- Manage agendas/travel arrangements/appointments etc.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Track stocks of office supplies and place orders when necessary

• Cashier Cum Coordinator(2014 to 2015)

Healthy Calorie

- Operate registers, scanners, scales and credit card/debit card terminals
- Memorize product locations throughout the store and be able to direct customers or make suggestions
- Handle exchanges and refunds in a quick, efficient manner
- Collect payments and bag purchases for customers
- Maintain accurate cash drawer
- Take a tally of the funds in the cash register when required during a shift and produce transaction reports

Languages:

- English
- Urdu
- Punjabi
- Hindi
- Arabic

Educational Qualification:

- **Bachelor in IT Management**

University Of Central Punjab Pakistan.

- **Intermediate in Commerce**

MA Jinnah College of Commerce and Computer Science Jhelum Pakistan.

- **Diploma and Training**

- MS Word
- MS excel
- Power point
- Internet
- Tally 9.0
- Cross training at front desk receptionist
- Opera PMS