



CURRICULUM VITAE

OBJECTIVES:

To be absorbed in a dynamic and reputed organization in order to achieve sustained growth & recognition and to be a contributing team member where my abilities can be a significant factor in helping to achieve the company's goals
Interested for a position in the area of customer service & administration.

WORK EXPERIENCE

Airport Avenue Housing, Sialkot (2016-2017)

Receptionist. I start airport Avenue as a receptionist . As a receptionist my duties is handling

The incoming calls from guest and making the record of *visiting* guest . Arrange the meeting with
G.M.

Novotel & ibis Gate Hotel. Abu Dhabi (2018 to currently)

Customer Service in Hotel Operation

EDUCATIONAL ATTAINMENT

Degree : **Post Graduation Diploma In Hotel Management (2015)**
Institution : COTHM, Lahore, Pakistan

Degree : **Bachelors In Commerce (2013)**
Institution : Punjab College of Commerce, Lahore, Pakistan

Degree : **Intermediate (2011)**
Institution : Standard College, Lahore, Pakistan

Degree : **Secondary School Certificate (2009)**
Institution : Sabzazar High School, Lahore, Pakistan

TECHINICAL QUALIFICATION

- Knowledge Of Computer Software Application (Microsoft Word. Excel)
- Fluent in English and Urdu with proficient in Read, Write and Speaking skills
- Has the capacity to work effectively and efficiently during busy period

Name : **Saqib Iqbal**

Father's Name : Muhammad Iqbal Khan

Date of Birth : 18-03-1990

Passport No : SE1337292

Nationality : Pakistani

Contact Number : UAE+971509884932

Email : saqibkhan1904@hotmail.com

Present Address : Shabiya10 musafa Abu Dhabi

Pakistan address : 17K.M Faroozpur Road Lahore Fatima Houses House #17

Mailing Address : Same as above

