

Muhammad Adeel Arshad



➤ Objective:

A motivated and hardworking individual who is willing to face the challenges of a competitive environment in the field of hospitality
And prove himself as a productive team player by being a part of a highly creative and professional organization.

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Visa Status: Canceled Visa

Educational Background

High School Diploma
Faculty of Arts

Completed in 2002
Completed in 2005

Royal Elite Valet Parking Services llc, Millennium Airport Hotel, Dubai

Driver

Responsibilities:

Greeting guests of the establishment assisting with unloading guests' luggage parking cars safely Direct traffic in the parking area as needed and assist guests in entering and leaving the parking lot Answer guests' questions regarding local attractions, hotel amenities, and other available services Collect and accurately label keys belonging to guests to ensure their proper return Park guests' vehicles in predetermined areas within the parking lot while following all traffic laws Operate vehicles safely and responsibility Organize and file paperwork regarding guests' vehicles and daily transactions.

Royal Elite Valet Parking Services llc, Ayla Hotel, Alain

Driver

Responsibilities:

Transporting clients from airports to hotels and vice versa. Carrying out vehicle maintenance checks. Delivering packages to customers in a timely manner. Picking up office purchases or other administrative needs. Utilizing navigation apps to find the most optimal route. Interacting with clients in professional conduct. Working at night and on weekends. Maintaining an organized travel schedule. Ensuring that vehicles have sufficient gas and are always ready for use. Arranging for vehicle repairs when necessary. Updating monthly mileage records

WorkTech Technical services llc, Dubai

Office Assistant 2021 - 2023

Responsibilities:

Coordinate and manage tasks, projects, and events within the organization.
Support ongoing projects, including research, data collection, and report preparation.
Schedule meetings, appointments, and events for teams or executives, ensuring timely reminders And follow-ups. Maintain accurate records, files, and documentation for easy retrieval.
Collaborate with various departments and teams to ensure smooth project execution. Assist clients Address inquiries, and ensure a positive customer experience.
Manage relationships with vendors for office supplies and equipment maintenance.
Provide clerical assistance to the HR department and employees as required.
Execute all tasks assigned by the supervisor or manager to the best of your ability.

Nexel Services llc Dubai

Clerk 2019 - 2021

Responsibilities

Effectively answer and redirect phone calls with a positive attitude and energetic work ethic.
Provide a warm, hospitable experience for all office guests.
Manage the procurement and inventory control system for office supplies.
Track office expenses using our registration system.
Manage and track sales, including sales registration in our system.
Coordinate the receiving, preparation, shipping, and registration of orders.
Create and track sales quotes and invoicing.
Support the business development and digital business departments as needed.
Update and maintain office files, documents, and reports.
Maintain a well-organized office filing system.
Coordinate internal company correspondence, such as email announcements.
Liaise with cleaning and maintenance companies to ensure the property remains functional and presentable.

Menta Construction SDN BHD, Malaysia

Safety Assistant 2016 - 2018

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Effectively answer and redirect phone calls with a positive attitude and energetic work ethic.
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Provide clerical assistance to the HR department and employees as required.
Execute all tasks assigned by the supervisor or manager to the best of your ability.

Languages

Urdu: Native
English: Good

Computer Skills

Good Command of Microsoft office tool and web search

Driving License

Yes (No 4513764)

Interests

Internet Surfing, Travel