

HUSSAIN IBRAHIM DEHLAVI



Profile Information

✉ hussainaldahlawi@gmail.com

☎ +971528671883

📍 UNITED ARAB EMIRATES Visa
status: Employees visa

Skills

AUTOCAD

MS OFFICE

COMPUTER PROFICIENT

COMMUNICATION SKILLS

FINANCIAL RECORDS AND PROCESSING

DATA ANALYSIS

TEAM WORK

PASSION FOR LEARNING

COMPUTER LITERATE

Languages

ARABIC : Fluent

ENGLISH : Fluent

HINDI : Fluent

Personal Information

🎂 Birthday : 11/07/1993

🏠 Nationality : India

♂ Gender : Male

💍 Marital Status : Single

Summary

seeking a role that focuses on training and assessing customer service needs. Skilled at dealing with challenging situations in a calm manner and educated in both traditional and progressive training techniques. To yield positive result in whatever I do. To accept challenges and responsibilities and grow up with an organization. To enhance my knowledge and skills level in various aspects of customer good resulting in total customer satisfaction and your organization being the best.

Education

Bachelor Of Hotel management / September, 2011 - November, 2015

TECHNICAL AND VOCATIONAL TRAINING CORPORATION-SAUDI ARABIA-JEDDAH

It is the government agency concerned with technical and vocational training in the Kingdom of Saudi Arabia since 1980 AD, preparing, reviewing and developing general training policies and plans, qualifying and developing technical and professional trainers
SAUDI ARABIA

Work Experience

RESERVATIONS AGENT / February, 2013 - October, 2013
DAR AL HIJRA INTERNATIONAL-SAUDI ARABIA-JEDDAH

Take incoming call reservations for clients while providing outstanding customer service. Execute reservations processes via phone, email, and possibly fax. Handles registration and branded lines. Answers basic questions in relation to products, services, and processes. Understand the hotels policy an guaranteed reservation and no-shows. Responds to inquiries and makes reservations as needed.

FRONT DESK / December, 2014 - April, 2015
DAR ALKERAM HOTEL

Perform simple booking activities, such as balancing cash amount. Scanned and filed forms, reports, correspondence and receipts. Perform other duties as requested by management.

OPERATION EXECUTIVE / February, 2019 - August, 2019
Energy field contracting & maintenance operation

responsible overseeing the entire process. They need to have big picture vision while maintaining an intimate knowledge of every department and job role involved in their operational processes. responsible for ensuring production deadlines are met while maintaining quality control standards. As an executive, the role also must report to the CEO and board, communicating top level ideas while demonstrating results. Managing daily operations is another key role for me . In a small business the role can become very hands-on and larger businesses typically require more focus on managing a secondary tier of management staff. The goal here is to mitigate operational errors on a daily basis to continue driving processes forward.

SAUDI ARABIA

Awards & Honors

Turkish airlines / 2013

Hilton Hotel & Resort / 2013

AI KHLEJ TRAINNAND EDUCATION / 2013

Courses

Autocad

Certificate course in Autocad for Architecture & civil engineering

CERTIFICATE COURSE IN COMPUTER HARDWARE

From D-TEK computer labs Computer passed with(A) Grade From pune-india.2017

CERTIFICATE COURSE IN LAPTOP TECHNOLOGY

From D-TEK computer labs Computer passed with(A+) Grade From pune-india.2017

CERTIFICATE COURSE IN COMPUTER SOFTWARE

From D-TEK computer labs Computer passed with(A+) Grade From pune-india.2018 jan

Personal Interests

HOBBIES

• Horse riding • Soccer • Technology • social media

DRIVING LICENSE

driving licenses

(Saudi Arabia driving license) Ready to convert to UAE license