



IBRAHIM KHALEEL

PROFILE

I Would like to pursue my career in customer service industries and looking forward for an organization that provides an opportunity for professional growth

CONTACT

PHONE: 0528856755

Address: UAE, Alain

EMAIL: Khaleelkdb5@gmail.com

LANGUAGES

English
Hindi
Malayalam
Kannada
tamil

COMPUTER SKILLS

LDM software
Care Data
MS office
MS excel

PERSONAL DETAILS

Date of Birth - 23/04/1997
Marital status - single
Nationality: Indian

EDUCATION

ST. PHILOMENA COLLAGE PUTTER

BACHELOR COMMERCE 2016 – 2019

MANIPAL INSTITUTE OF COMPUTER EDUCATION

INFORMATION TECHNOLOGY 2017-2018

ST. JOACHIM'S HSS KADABA

BOARD HIGHER SECONDARY (+2) 2015

SSLC EXAMINATION 2013

WORK EXPERIENCE

Professional Work Experience (UAE):

M/s. Accucare Medical Centre Al Ain, UAE

Position: Technical Document Controller

Duration: 15th August 2021 to till Date

Project: Covid-19 RT-PCR (Department of Health UAE Government)

Duties & Responsibilities:

- ❖ Patient Register for RT-PCR Test
- ❖ Receiving Patient's Result (Negative & Positive) From Laboratory
- ❖ Making Report for Patient & Sending by SMS
- ❖ Updating ALHOSN UAE APP
- ❖ Technical Error problem-solving on ALHOSN APP
- ❖ Positive Patient information sending to DOH (Department of health UAE)
- ❖ Filing of hard & soft copy of all batches every day from sequence numbers.

Professional Work Experience (UAE):

Designation Outlet Cashier.

Since December 2019 to

July 2021

Company Ayla Hotel &
Resorts, Al Ain.

Duties & Responsibilities:

- ❖ Responsible for cashier's house fund and its safekeeping
 - ❖ To ensure that a check is made and recorded in the POS system for any food and beveragesale in the outlet
 - ❖ To open a guest check in the POS system, punching orders, splitting and transferring tables,settling checks as a cash credit card, Room charge or city ledger.
 - ❖ To ensure the discount policies are followed and applied correctly.
 - ❖ To ensure that the correct cash payment given by the guest for the bill
 - ❖ To ensure all the members charges are posted according to member number on the check
 - ❖ Update the Void report during the shift and take approval from the outlet manager for eachitem
- To printing and tally transaction list from credit card machines with physical check and
- ❖ Micros reading
 - ❖ To ensure that there is no open check in the system at the end of each shift
 - ❖ To prepare cashier's summary and tally it with micros (POS) reading at the close of the shift.
 - ❖ To prepare deposit envelope write the deposit amount in cashier's deposit sheet and drop theenvelope in the front office sale depository in the presence of a witness who has also signed the witness column of the cashier's deposit sheet.
 - ❖ To help out in other areas of the restaurant if and when required

Professional Work Experience (India):

Designation Receptionist.

Since March 2019 to September

Company EMPIRE International Hotel banglore

Duties & Responsibilities:

- ❖ Answer the phone in a timely manner and direct calls to the correct offices
- ❖ Answer telephone calls and take messages or forward calls
- ❖ Deal with complaints or problems
- ❖ Schedule and confirm appointments and maintain event calendars

DECLARTION

I HEREBY DECLARE THAT ALL THE ABOVE INFORMATION IS TRUE
AND CORRECT TO THE BEST OF MY KNOWLEDGE

IBRAHIM KHALEEL