



Syed Asif Ali Bukhari

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Education

- **Bachelor of Arts** from University of Punjab Lahore, Pakistan.
- **Intermediate** from B.I.S.E Gujranwala, Pakistan.
- **Metric** from B.I.S.E Gujranwala, Pakistan.

Computer and Software Skills

- **MS OFFICE** **MCSE** **Computer Hardware**
- **Opera and WinHMS.**

WORKING HISTORY:

Company	:	Habtoor Grand Resort, Autograph Collection Dubai	Oct 2021 to Present
Position	:	Guest Service Agent	
Reporting to	:	Front Office Manager	

Job Description:

- Always greet guests in a friendly and professional manner according to Hotel standards.
- Engage each guest as a unique individual and listen attentively to their requests -.
- Perform accurate check-ins and check-outs of guests daily.
- Answer the telephone in a timely and professional manner -.
- Make reservations over the phone and in person.
- Responsible for a cash float throughout your shift and ensuring it balances correctly at the end of shift etc.

Company	:	Millennium Central Downtown Hotel Dubai, UAE	Jan 2020 to Apr 2020
Position	:	Reservation Officer	
Reporting to	:	Director of Revenue	

Job Description:

- To deal efficiently and politely with all telephone, email, internet and 'in person' enquiries.
- To ensure that all reservations are recorded following established procedures with full and clear information and that they are inputted accurately and promptly onto the system.
- To maximize revenue by converting enquiries, recognizing business prospects and opportunities to upsell venue services.
- To liaise with all departments to ensure the best service is provided to our customers.
- To ensure that all work meets company standards and is according to training given; all function paperwork must be accurate and complete, including catering requirements, guest preferences, booking supplements and payment details.
- To create daily floor sheets detailing reservations.

Company	: Ramada Beach Hotel Ajman (Pre-Opening)	Jan 2013 to Jan 2019
Position	: Front Office shift leader	
Reporting to	: Front Office Manager	

Job Description:

- Ensuring that front desk operations runs smoothly in a professional manner at all times.
- Supervise VIP arrivals, Ensure meet and greet for Elite member.
- Perform all front desk related responsibilities and duties when assigned or required.
- Ensure smooth check-in and check-out of all guests, and proper handling of all guest accounts.
- Ensure that all arrivals, departures, no shows, extensions; amendments related matters are performed on a timely manner in order to avoid further confusion.
- Ensure that all concerned departments are informed in regards of room moves, no-shows, early arrivals, special requests, repeat guests or other guest preferences.
- Be fully aware of Credit Policy and supervise compliance.
- Run the night operations for the hotel; ensure proper closing of the day and delivery of the reports.
- Identify and resolve guests problems efficiently and resolve to the guest satisfaction

Company	: Ramada Hotel and Suites Ajman	Mar 2011 to Dec 2012
Position	: Guest Service Agent	
Reporting to	: Front Office Manager	

Job Description:

- Always greet guests in a friendly and professional manner according to Hotel standards.
- Engage each guest as a unique individual and listen attentively to their requests -.
- Perform accurate check-ins and check-outs of guests daily.
- Answer the telephone in a timely and professional manner -.
- Make reservations over the phone and in person.
- Responsible for a cash float throughout your shift and ensuring it balances correctly at the end of shift etc.

Company	: NASS Tech Cable Network Sambrial, Pakistan	Jun 2009 to Feb 2011
Position	: Sales Manager	
Reporting to	: General Manager	

Job Description:

- General Correspondences with suppliers / debtors.
- Maintaining Excel files for Sales and Expenses.
- Regular communication with Clients / Suppliers through e-mails.
- Daily Updating & reporting of Business.
- Fixing appointments with suppliers and Industrial Clients.
- Maintaining meeting minutes.

Bio Grapy

Father's Name: Syed Tariq Pervaiz Bukhari
Nationality: Pakistani
Date of Birth: June 26, 1986
Marital Status: Married

Reference:

- 1) Raja Mansour Ahmed Front Office Manager Ramada Hotel & Suites Ajman.
- 2) Mohammed Ribayatullah Asst. HR Manager Ramada Beach Hotel Ajman.