



MD ARMAN SIDDIQUEE

FRON OFFICE RECEPTION, CASHIER, ACCOUNTING



Naif Street, Dubai, United Arab
Emirates



+971566064243



armansid204@gmail.com

ABOUT ME

As an MBA graduate, my passion for the industry is the driving force behind my career. My enthusiasm and reliability are matched by my strong interpersonal and communication skills, making me a valuable team player and an effective independent contributor. I pride myself on being a confident, hardworking professional who thrives in both collaborative and self-directed environments. My ambition is to join a prestigious organization where I can contribute my knowledge, further develop my skills, and refine my abilities to achieve excellence within the industry.

LANGUAGES

ENGLISH

HINDI

ARABIC

BANGLA

PARSI

WORK EXPERIENCE

HOTEL TEHRAN DUBAI

Jan 2022 - Present

RECEPTIONIST CUM CASHIER

- Excelled in multitasking within a dynamic hotel setting, ensuring seamless operations.
- Elevated guest satisfaction by delivering outstanding front desk services.
- Optimized the night audit procedure, guaranteeing precise financial reporting.
- Proficient in hotel management software, expediting check-in and check-out processes.
- Addressed and resolved issues proactively, reducing guest complaints during night shifts.
- Improved team dynamics with superior communication skills.
- Fostered a base of loyal customers by providing tailored guest experiences.
- Devised efficient methods for nightly reporting, saving valuable time.
- Guided and trained new employees, raising the bar for service excellence.
- Effectively managed crises, prioritizing the safety and comfort of guests.

JONRAD HOTEL

Dubai

Jan 2020 - Apr 2022

ACCOUNTANT

- Expertly maintained Accounts Payable and Receivable, ensuring accuracy and compliance.
- Diligently conducted Daily Income Audits to safeguard financial integrity.
- Specialized in VAT Return preparation, optimizing tax savings and maximizing refunds.
- Prepared and submitted monthly statistical reports to the Department of Tourism and Commerce Marketing (DTCM).
- Prepared monthly and annual Profit and Loss (P&L) accounts for company and DM Auditor collaboration.
- Assisted Auditors in crafting comprehensive financial reports for year-end analysis.
- Implemented cost control measures to enhance financial performance.
- Processed payroll efficiently, adhering to company policies and regulations.
- Managed daily expenses and maintained meticulous petty cash records.
- Ensured timely wages deposits in employee accounts in compliance with Dubai government laws.
- Handled cash and bank transactions with precision and accountability.
- Demonstrated innovative problem-solving skills and a proactive approach to risk management.
- Streamlined accounting processes, significantly boosting operational efficiency.

HEIDELBERG
CEMENT
BANGLADESH LTD
CHITTAGONG

BRAND PROMOTER

- Spearheaded in-store advertising initiatives using banners and paintings to enhance brand visibility in retail and dealer locations.

SKILLS

CREATIVE PROBLEM-SOLVING

SALES

MANAGEMENT

NEGOTIATION

PETTY CASH

DIGITAL MARKETING

RESERVATIONS

MICROSOFT OFFICE

WINDOWS

MAAK, IDS

BOOKING.COM, AGODA, FACEBOOK, WHATSAPP

TALLY ERP 9

PERSONAL DETAILS

Date of birth
25th SEP 1990

Nationality
BANGLADESHI

Visa status
EMPLOYMENT VISA

Marital status
Married

Jan 2016 - Aug 2019

- Drove sales growth by creating new orders through strategic branding and promotion campaigns.
- Delivered up-to-date product information to retailers and dealers, fostering informed partnerships.
- Generated new business by designing and implementing tailored retailer, dealer, and engineer incentive programs.
- Expanded market reach by conducting site visits to construction areas, promoting brand engagement.
- Boosted customer loyalty by distributing promotional items, enhancing brand experience and recognition.

EDUCATION

NATIONAL UNIVERSITY OF BANGLADESH
CHITTAGONG
2015

MBA

NATIONAL UNIVERSITY OF BANGLADESH
CHITTAGONG
2012

BBS

COURSE

DUKE TRAINING CENTER
Aug 2008 - Sep 2008

MS OFFICE

HOBBIES

PHOTOGRAPHY, COOKING, GARDENING