



# IRFAN ULLAH

## About Me

MBA graduate with a strong academic background in Finance, complemented by practical experience in sales, hospitality, and banking. Seeking a challenging role to leverage my analytical skills and industry knowledge for the benefit of a dynamic organization.



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irfan1245@yahoo.com



Hatta, Dubai UAE

## Languages

- English Fluent
- Arabic Fluent
- Urdu Fluent
- Hindi Fluent

## Skills

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership
- Financial Analysis
- Sales and Marketing
- Customer Relationship Management
- Market Research
- Front Desk Operations
- Information Technology
- Data Analysis
- Communication Skills
- Team Collaboration
- Problem-Solving

## Experience

### • **Assistant Team Leader Reception FO**

#### **Jumeirah Hotels and Resorts, UAE (2021- currently employed)**

- Provided exceptional front desk services, ensuring a positive first impression for guests.
- Effectively managed reservations, check-ins, and check-outs, maintaining a high level of customer satisfaction.
- Coordinated with various departments to ensure guest requests and concerns were addressed promptly.

### • **Sales Representative**

#### **Martin Dow Limited, Pakistan (2019 – 2021)**

- Successfully managed sales and distribution for pharmaceutical products, achieving and exceeding sales targets consistently.
- Cultivated strong relationships with healthcare professionals and key stakeholders, leading to increased market share.
- Conducted market research to identify emerging trends and opportunities in the pharmaceutical industry.

### • **Teller / Accounts**

#### **Bank of Khyber, Pakistan (2015 - 2017)**

- Processed daily financial transactions accurately, including deposits, withdrawals, and account transfers, ensuring compliance with banking policies and procedures.
- Maintained a cash drawer within specified limits, reconciling cash transactions at the end of each day with minimal discrepancies.

## Education

### • **Bachelor of Business Administration (BBA**

#### **Hons) Finance**

- University of Malakand Peshawar Pakistan May 2016

### • **Master of Business Administration (MBA) Finance**

- Abdul Wali Khan university Mardan Pakistan 2019

### • **Diploma in Information Technology (DIT)**

- Board of Technical Education Peshawar Pakistan 2016

## Additional Licenses

### • **UAE Driving Licence**

- Valid UAE driver's license with a clean driving record.
- Excellent knowledge of UAE roads, routes, and traffic regulations.
- Strong time management and organizational skills.
- Ability to navigate and use GPS systems effectively.
- Exceptional communication and customer service skills.
- Familiarity with basic vehicle maintenance and troubleshooting.

## Reference

### **Mr. Joyji Alummottil**

Operations Manager Hatta Resorts

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