

Curriculum Vitae



UMAR EJAZ

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Dubai, U.A.E

PROFILE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

SKILLS

- ✓ Very Energetic result oriented and organized
- ✓ Efficient and well behaved person
- ✓ Extremely hardworking self motivated and able to work independently in a team environment under supervision
- ✓ Keep excellent inter personal relations with colleagues and ready to help them

PERSONAL DETAILS

Nationality : Pakistani
Date of Birth : 12/01/1989
Gender : Male
Marital Status : Married
Language Known : English, Urdu & Punjabi
Visa status : Employment visa

EDUCATIONAL QUALIFICATION

◆ Academic : Metric (10th Std)

PASSPORT DETAILS

Passport No : DW1519192
Date of Issue : 10/05/2017
Date of Expiry : 09/05/2027

DRIVING LICENSE DETAILS

License No : **4041728 (Dubai-Light Vehicle)**
Date of Issue : 31/08/2020
Date of Expiry : 31/08/2027

WORK EXPERIENCE

- ▶ Presently working as a **Service Provider/ Driver** with **Delux Holidays Homes** Dubai since 4 years till date
- ▶ Worked as a **Data Entry Record Management** with **Pact Employment Service** Dubai for a period of 6 years

PERSONAL DETAILS

- Conducting training of service providers on policies, procedures, service lines, and available technology.
- Answering questions from doctors' offices on benefits.
- Good knowledge of all location in UAE roads
- Gathering, reviewing, and submitting relevant documentation needed for claims processing.
- Review arrival lists to welcome guests
- Attend to special guests (e.g. VIPs) and answer their inquiries
- Help prepare welcome folders with collateral (e.g. room service menus, area descriptions)
- Provide information about amenities, area and venues and promote services
- Anticipate guest needs and build rapport with customers
- Offer assistance with certain tasks (e.g. confirming travel arrangements, taking messages)
- Address customer complaints and escalate to Guest relation manager needed

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience. If given a chance to work under your control, I will prove my ability and work to the utmost satisfaction of my superiors

UMAR EJAZ