



## 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

# IBRAHIM KHALEEL

## 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**