

CONTACT

Abdul Wahab Qureshi

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OBJECTIVE

I am a versatile, self assertive and a hardworking professional looking to contribute my personal skills and strength in a dynamic organization, with leadership qualities who take interest in what I do and strive to achieve the objective. I am an individual who believes in teamwork.

EXPERIENCE

- 2/2021 - 9/2022

- **Call operator**
Friends Call Center DHA
- 11/2022 - 02/2024

- **Receptionist**
Premier inn Hotel
 - Greeting visitors.
 - Managing security and telecommunications systems.
 - Handling queries and complaints via phone, email and general correspondence.
 - Transferring calls as necessary.
 - Taking and ensuring messages are passed to the appropriate staff member in time.
 - Managing meeting room availability.

EDUCATION

- 2019

- **FG Technical High School**
Matric
610/ 1100
- 2021

- **FG Degree College For Mens**
FA
612/1100
- 2023

- **University of Peshawar**
Tourism and Hotel Management
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SKILLS

- Effective personal skills
- Good communication written and Oral skills
- Excellent conceptual and analytical skills
- Leadership

ACHIEVEMENTS & AWARDS

- FDC MUN (Delegate of Palestine)
- Best goal Keeper (College Football Team)

INTERESTS

- Learning new Languages
- Blogging
- Cooking
- Traveling

ACTIVITIES

- Mountaineering

- Pasban Ramzan Dastarkhuwan (Pasban welfare Organization)

LANGUAGES

- English
- Urdu
- Hindi
- Pushto
- Hindko
- Punjabi



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