

MUHAMMAD MOAZ

About Me

I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet objectives.



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House No.26 Street No.10 Muslim
Park Shahdara Town. Lahore.

LANGUAGE

- English
- Urdu
- Punjabi

EDUCATION

INTERMEDIATE

BISE Lahore 2015-2017

GRADUATION

Allama Iqbal Open University Lahore.

SKILLS SUMMARY

- Management Skills
- Creativity
- Customer Service
- Team Work
- Critical Thinking
- Leadership

COURSE COVER

- HACCP / HAZARD
- Food Quality
- Greeting Customer
- Healthier food and special diets
- Safety at work place
- Customer service in Hospitality
- Hot Beverage Knowledge
- Food Beverage Service
- Catering Operation and menu Planning

COURSE COVER

Front Desk Officer IN (INSITUTIE COSMETIQUE)

The first point of contact for all customers of a business. They greet customers, answer phones, receive and deliver mail, and assist with maintaining and ordering office supplies.

CUSTOMER REPERSENTIVES IN (MINDBRIGDE)

takes calls from customers answering questions or addressing any concerns they may have. Their duties include handling many inbound and outbound calls to and from customers, listening to customers needs or issues and providing helpful solutions to their problems.

FOOD AND BEVERAGE SERVICES IN (DEFENCE RAYA GOLF AND COUNTRY CLUB)

- Take and relay food and beverage orders.
- Serve food and beverages to guests.
- Check on guest satisfaction.
- Handle complaints and concerns of customers.
- Provide food and beverage product knowledge.
- Use proper serving techniques.
- Practice responsible alcohol service.
- Cash out and reconcile cash with total sales.

ADDITIONAL

Food And Beverage

Training Food & Beverage Level 2 Diploma in
Hashoo Foundation Lahore.

City and Guild (UK)

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City and Guild (UK).