

# CURRICULUM VITAE

## **Muhammed Onasis**

**Visa Status: Visit Visa**

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### **CAREER OBJECTIVE:**

Seeking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity.

### **EXPERIENCE /SKILLS SUMMARY:**

**2 years Worked as a HR Assistant with Iraqi Hospital Iraq**

**3 years Worked as a HR Assistant with Nuzha Hotel Apartments Oman**

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets
- HR assistants are involved in a number of areas of human resources, including:
- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions

✓ **1 year Worked as a PRO with Baby Memorial Hospital India**

✓ **3 years Worked as a PRO with Golden Fork Groups of Hotels Dubai UAE**

### **Duties And Responsibilities**

- Arrange visas (work permit, visit visa etc.) for new staff and their family
- Schedule staff's visa, medical, coordinating with other internal and external departments
- Collect all appropriate documentation necessary for visa and permits required to be processed
- Organize visas for holiday and business related travel for managers as required

- Responding to staff queries on Visa/ Labor/ Passport related matters
- Ensure all visa, medical and labor permits are up to date and arrange a timely renewal
- Assist in all general inquiries concerning labor and immigration matters
- To submit required documentation to the banks and process bank transactions as advised
- To renew all company related licenses.

## **2 years Worked as a Hotel Manager with Sandarass Inn Hotel Dubai UAE**

### **Duties And Responsibilities**

- Oversee personnel including receptionist, kitchen staff, and office employees.
- Monitor employee performance and conduct regular evaluations to help improve customer service.
- Collect payments and maintain records of budgets, funds, and expenses.
- Welcome and register guests once they arrive.
- Resolve issues regarding hotel services, amenities, and policies.
- Organize activities and assign responsibilities to employees to ensure productivity.
- Create and apply a marketing strategy to promote the hotel's services and amenities.
- Coordinate with external parties including suppliers, travel agencies, and conference planners.
- Evaluate hotel performance and ensure compliance with health and safety rules.

## **2 years Worked as a Accommodation Manager with Sudi Bin Ladan Company (Campboss) Saudi Arabia**

- Be present opening day of camp to assist Extension Youth Staff in setting up camp
- Assist Camp Clover Point Camp Committee in orientating camp staff (prior to and during camp); assist with Counselor Training Camp as assigned
- Supervise all camp staff and assign additional duties as needed
- Oversee and carry out the operations of each camp group's programming schedule and activities, ensuring a healthy, positive camping environment
- Plan daily events as needed; post and announce schedules
- Liaison with State Park Personnel - as to park rules, buildings, equipment and supplies
- Enforce camp rules and regulations; model standards for conduct as they pertain to camp staff, camp counselors and campers
- Support and guide the development of camp counselors in each camp group
- Manage all permanent camp facilities, check conditions of camp grounds before and after each group; inform state park personnel of needed repairs and equipment
- Purchase any additional camp supplies, as directed by the Extension Youth Staff, that are needed beyond the regular ordering of food and camp supplies
- Make sure light maintenance is done, including trash pickup, cleaning and replenishing common use areas and bathrooms; keep camp grounds neat and clean
- Oversee the packing up of all supplies and equipment on closing day of camp; make sure that all containers are properly stored
- Final authority in decisions in operating of camp and programs is left to the Extension Youth Staff, not the Camp Manager

## **1 year worked as a Night Auditor with Star Metro Deira Dubai UAE**

- Posts room charges and taxes to guest accounts.
- Processes guest charges voucher and credit card vouchers.
- Post charges to the guest accounts that have not been posted or were incurred on the night audit shift.
- Transfer charges and deposits to master accounts.
- Checks to see that all charges are assigned to the appropriate departments.
- To verify that all transactions performed at the front desk are supported by documentary evidence and signatures as necessary and that they have been correctly posted and allocated in to PMS system.

- To Verify that all charges posted from the POS Software, SPA software had reached the correct guest folios and also not missing.
- Prints up and files reservations for the next business day.
- Verifies all account postings and balances.
- Verifies that room rates are correct and posts those rates to guest accounts.
- Monitors the current status of coupon, discount, and other promotional programs.
- Is able to function as a front desk agent especially in terms of check-in and check-out procedures.
- Tracks room revenues, occupancy percentages, and other front office statistics.
- Prepares a summary of cash, check, and credit card activities.
- Summarizes results of operations for management.
- Check figures, postings, and documents for accuracy. Record, store, access, and/or analyze computerized financial information.
- Prepare of End of day procedure.

## **EDUCATION:**

- ❖ Bachelor Degree from India

## **COMPUTER SKILLS:**

- Ms Office, Word, Excel,
- Power Point

## **Knowing Languages**

- English
- Hindi
- Malayalam
- Urdu
- Arabic

## **PERSONAL DETAILS**

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Sex             | : | Males                            |
| <input type="checkbox"/> Marital status  | : | Married                          |
| <input type="checkbox"/> Date of birth   | : | 27-09-1976                       |
| <input type="checkbox"/> Nationality     | : | Indian                           |
| <input type="checkbox"/> Passport No     | : | S0296236                         |
| <input type="checkbox"/> Passport Expiry | : | 01-05-2018                       |
| <input type="checkbox"/> Expiry date     | : | 30-04-2028                       |
| <input type="checkbox"/> Driving License | : | KSA & Indian LTV Driving License |

## **DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.