



# ZOHAIB UD DIN

## CONTACT

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## SKILLS

- Hotel Management
- Supervisor
- Teamwork
- Time Management
- Leadership
- Effective Communication

## LANGUAGES

- English
- Urdu
- Pashto
- Arabic ( Basic )

## EDUCATION

**(2018 -2019)**

ALLAMA IQBAL OPEN UNIVERSITY  
Bachelor of Arts  
( Percentage 62, Grade B )

**(2021 -2022)**

ALLAMA IQBAL OPEN UNIVERSITY  
Bachelor of science  
( Percentage 64, Grade B )

**DIT (Diploma of Information Technology)**

## PERSONAL PROFILE

I am a responsible Supervisor with experience in managing daily operations, leading teams, and ensuring tasks are completed efficiently with Strong leadership, problem-solving, and communication and improve team performance. I am a responsible for managing the overall operations of management , supervision.

## WORK EXPERIENCE

### HOTEL MANAGER ( 1 YEAR )

- Experienced in Hotel Manager with strong leadership and operational management skills and ability to handle daily hotel operations, manage staff performance, maintain high service standards, and ensure customer satisfaction
- Professional Hotel Manager with expertise in operations management, staff supervision, and guest service excellence.

### SUPERVISOR

- Supervisor is responsible for managing and supervising delivery operations to ensure goods are delivered safely, on time, and efficiently.
- Manage Delivery Operations
- Plan and organize daily delivery schedules
- Assign routes to drivers
- Monitor shipment progress
- Track deliveries to avoid delays
- Check delivery reports and invoices
- Respond to customer complaints
- Coordinate with warehouse and office staff
- Maintain customer satisfaction

### CASHIER

- Handle Customer Payments
- Scan products using the POS system
- Receive cash, card, or digital payments
- Provide accurate change and receipts
- Scan items and enter prices accurately
- Handle billing through the computer system
- Manage transactions quickly and correctly