MUHAMMAD ZAFAR ALAM

(F.D.O.)

Professional CV

CONTACT

Phone
0314-2260998

Email
zafar_quadlass@gmail.com

TECHNICAL SKILLS

- MS Office
- Computer & Networks

SOFT SKILLS

- Creativity
- Communication
- Problem Solving
- Collaboration
- Teamwork

SHORT COURSES

CIT (2002)
S.A Computer Center

English Language (2002)
English Speak

PROFESSIONAL SUMMARY

Experienced administrative and protocol professional with a background in hotel operations, administration, coordination, and front-office support. Skilled in MS Office, computer and network operations, communication, teamwork, and problem solving. Seeking a professional opportunity where these skills can contribute to efficient day-to-day operations and organizational success.

PROFESSIONAL EXPERIENCE

PEARL CONTINENTAL HOTEL
Protocol Office | Jan 2006 – Mar 2020

AL-KHAIR FIVE STAR
Admin Office | Apr 2017 – Oct 2020

QUAD LABS
Admin Office | Nov 2021 – Oct 2023

VENDIFY
F.D.O. | Nov 2023 – Jan 2025

EDUCATION

Matriculation in Commerce
GBSS Clayton School

Intermediate in Commerce
SM College