

Nadeem AZHAR HUSSAIN SHAH

17th floor, 1725 Crown Tower University Belt Condominium Tolentino Street,
Sampaloc, Manila PHILIPPINES 1008
+639156332973
nadeembatallerazhar@gmail.com



CAREER PROFILE

A professional with experience in different aspects of positions within the hospitality industry. Accompanied with proper knowledge, training and experience from bottom to top. Particular strengths include:

- Experience in different positions within the Hospitality Industry,
- Experience in Customer Relations and
- Experience within Administration and Management.

EMPLOYMENT HISTORY

Administrator Assistant/Finance Officer/Pollution Control Officer May 2020 - Present
La' VIOLETTE Food Center (Bangued, Abra PHILIPPINES)

- Responsible for answering calls and inquiries about leased spaces.
- Responsible for cash inventory, cash transactions, preparing all necessary permits and other documents for day to day operations.
- Involved in ice cream production, inventory and overall operations.

Sr. Coordinator for Accommodation, Clark Cluster February 2020 – April 2020

Philippine Asean Para Games Organizing Committee (Pampanga, PHILIPPINES)

- Responsible in dealing with various hospitality companies.
- Responsible with hotel communications and dealings with delegate services from 11 South East Asian countries from VIP services to workforce volunteers.
- Responsible in registering arriving guests and assigning rooms.
- Responsible in maintaining an inventory of vacant and occupied rooms.
- Responsible in ensuring that all delegates follow emergency and safety procedures.

Sr. Coordinator for Accommodation, Metro Manila Cluster October 2019 – December 2019

Philippines South East Asian Games Organizing Committee (Metro Manila, PHILIPPINES (Midas Hotel, Heritage Hotel))

- Responsible in dealing with various hospitality companies.
- Responsible with hotel communications and dealings with delegate services from 11 South East Asian countries from VIP services to workforce volunteers.
- Responsible in registering arriving guests and assigning rooms.
- Responsible in maintaining an inventory of vacant and occupied rooms.
- Responsible in ensuring that all delegates follow emergency and safety procedures.

Food and Beverages Services/Banquets Services

January 2018 - January 2019

JW MARRIOTT INDIANAPOLIS Luxury Hotels (Indiana, USA)

- Responsible in coordinating with different event managers.
- Assist in organizing events held at the Hotel event centers.
- Responsible in taking and serving customers their meals.
- Responsible in serving alcohol at VIP Executive Lounge and guest services.
- Responsible in performing daily inventory checks and stocked necessary supplies for the restaurants and hotel.
- Responsible in cleaning and clearing tables, chairs and trays.
- Responsible in packaging take out foods, portion and wrap foods.
- Responsible in preparing, heating and finishing simple food items.
- Responsible in cleaning and sanitizing kitchen including work surfaces, cupboards, storage areas, appliances and equipment.

Prep Cook / Kitchen Worker

April 2016 - July 2016

CARVELLI'S PIZZA and PASTA HOUSE (Wisconsin Dells, Wisconsin, USA)

- Responsible in preparing and cooking food most of the time.
- Responsible for pre and end day kitchen inventory.
- Responsible in receiving, unpacking and storing supplies in refrigerators, freezers, cupboards and other storage areas.
- Replenish condiments and other supplies at tables and serving areas.
- Responsible in cleaning and sanitizing kitchen including work surfaces, cupboards, storage areas, appliances and equipment.

Customer Service Associate

April 2016 - July 2016

Dells Fudge Company (Wisconsin Dells, Wisconsin, USA)

- Responsible in answering and relaying calls and in store inquiries from customers about the company's products and services.
- Responsible for over-all inventory monitoring of products.
- Responsible for cashiering services.
- Responsible in receiving, unpacking and storing supplies in refrigerators, freezers, cupboards and other storage areas.

EDUCATIONAL HISTORY

Bachelor of Science in Tourism Management

2013 - 2017

Far Eastern University (Manila, Philippines)

PROFESSIONAL DEVELOPMENT

- Committee Member
Asia Pacific Economic Cooperation (APEC) 2015
- Participant
United States of America Work and Travel Program 2016
- Committee Head, Liaison Committee
Philippine - Malaysia Bilateral Tourism Youth Exchange Program 2016
- Committee Member
Association of South East Asian Nations (ASEAN) 2017
- **On the Job Training | Department of Tourism February - April 2017**

PROFESSIONAL CERTIFICATION AND ASSOCIATIONS

- **IELTS**
 - General Training Certificate
- **Civil Service Commission**
 - License Holder - Professional Level Eligibility
- **Civil Service Commission**
 - Professional Exam Passer
- **Holder, Bartender and Liquor License - Indiana Alcohol and Tobacco Commission**
- **eTIPS Certification Holder**
- **International Media Workshop, Asia Pacific Economic Cooperation (APEC)
Presidential Communications Operations Office**
- **Foreign service Institute, Department of Foreign Affairs - Association of South East Asian Nations
Conference officers and Ushers Training**

REFERENCES

John Ramirez
General Manager
Fairfield Inn & Suites by Marriott Indianapolis Avon
Mobile. No.: (+1) 727-657-4095

Adrianna Martin
Banker
Chase Bank
Mobile. No.: (+1) 317-654-1326

Daphney Yvon D.M Bancolita
Legal Researcher
Philippine Sports Commission
Mobile No.: (+63) 975-011-6394

Violetta Castellano Bataller
Owner
LA' Violette Food Center
Tel. No.: (+63) 916-269-0874