**Curriculum Vitae**

**CAREEROBJECTIVE:**

To obtain a rewarding and challenging employment in order to enhance and develop my skill for personal growth to promote and good working relationship among my colleagues.

**Personal data:**

Name : Mahmoud Fawzy Ali Elkot

Gender : Male

Nationality : Egyptian

Date of Birth : 17-December 1994

Passport Number : A21445483

Address : Abou Thar Al Ghafari Street,Salmiya, Kuwait

Mobile No : 0096560691577

Marital Status : single

Military Service : not required

E-mail : mahmoudfawzy311@gmail.com

Driving license : Valid

**Qualifications :**

* Bachelor’s Degree Of Commerce Major – managerial Information System
* Higher Education, Computer Science

**Languages**

 Written Spoken

* Arabic Mother tongue Mother tongue
* English Medium level Medium level

**Computer Skills**

* Data Entry
* Very good Knowledge in using computer.
* Operating Systems, High skills on using computer (Windows, Word, Excel, PowerPoint, Outlook).
* Net browsing

**Skills:**

* Very good Public Relation
* Ability to use Computers and Printing and Printing all types of forms
* Hard worker and ability to work under pressure.
* Task oriented and creative
* Fast learner & accurate
* Communicative and sociable
* High ability to deal with a wide range of people and ready to deal with multinational.
* Team player, Self-motivated creative.
* Willingness to provide assistance and experience to others.
* Able to understand new systems and training.
* Excellent customer service.
* Able to work varied shifts.
* Able to process cash transactions.

**Work Experience:**

* **Worked As a guest service associate At Millennium Hotel & Convention Center Kuwait 2018 Jun**

Millennium Hotel & Convention Center Kuwait: currently working in the F&B Department Handling Different Sections (Jun 26, 2018 till present) :-

* Lamar Restaurant
* El-Publico Restaurant
* In-Room Dinning
* Pool Bar
* Shisha Café
* Library Café

**Responsibilities & Achievements:**

* Meet and greet the guests.
* Oversee catered function, in house and off site.
* Responsible for making the function space visually appealing and presenting the menu offering of the event.
* Responsible for the overall sanitation and cleanliness of the work area, Restaurant rooms and storage area.
* Maintaining inventory for store, beverage, equipment and upkeep of the department.
* **Has Successfully Completed The Cross Training At Front Office Basic Operations In Millennium Hotel& Convention Centre**

September 9th 2019 till October 31th 2019

* Sheraton Hotel Sharm El Sheikh Egypt 2016 march

**Responsibilities & Achievements:**

* Provide excellent customer service and ensure customer needs are met.
* Responsible for operation F&B outlets assigned.
* Handling guest complaints and taking their feedback as well as inviting them for special occasions.
* Follow to be compliance with quality and hygiene standard.
* Try to reach to step up level.

**Hobbies:**

* Listening to music
* Reading interesting articles
* Learning about the new technologies in the computers field Learning foreign languages and new software

**References:**

Reference available upon request

Sheriff abdelaziz Sous chef at millennium Kuwait

abdalaziz\_sherif@yahoo.com

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Date Signature