

JAMAL NAGHIYEV



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PROFESSIONAL SUMMARY

Enthusiastic, highly-motivated Tourism graduate with proven leadership capabilities, who likes to take initiative and seek out new challenges

EMPLOYMENT HISTORY

Trainee, Kempinski Hotel Badamdar
Bellman, Badamdar Estates Hotel & Residence.
Guest Service Agent, Excelsior Hotel & Spa Baku.

December 2015 - January 2016;
February 2023 - April 2023;
April 2023 - December 2023;

- Greet, register, and assign rooms to guests of hotels or motels.
- Contact housekeeping or maintenance staff when guests report problems.
- Issue room keys and escort instructions to bellhops.
- Keep records of room availability and guests' accounts, manually or using computers.
- Compute bills, collect payments, and make change for guests.
- Advise housekeeping staff when rooms have been vacated and are ready for cleaning.
- Answer inquiries pertaining to hotel services, guest registration, and travel directions, or make recommendations regarding shopping, dining, or entertainment.
- Greet and register guests.

EDUCATION

AA: Hotel and Tourism

Sep. 2017

- Anadolu University - Eskishehir, Turkey

LANGUAGES

English *Fluent*
Azerbaijani *Native speaker*

Russian *Native speaker*

SKILLS

MS office.

Opera PMS