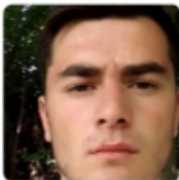


Ceyhun Suleymanov



0775075501

ceyhun.suleymanov.1818@gmail.com

Sheki

PROFESSIONAL SUMMARY

Dynamic receptionist and tourist guide with proven expertise in customer service and multilingual communication, adept at fostering welcoming environments that enhance guest experiences. Successfully managed reservations and provided engaging, informative tours, resulting in high guest satisfaction and positive feedback. Skilled in problem-solving and adaptability, ensuring seamless operations and memorable visits for all guests.

SKILLS

Multilingual Communication

Translation & Interpretation

Customer Service

Tourism & Hospitality

Lesson Planning & Teaching

Problem-Solving & Adaptability

EXPERIENCE

RECEPTIONIST AND TOURIST GUIDE

Yaffle Boutique Hotel, January 2024–Present

- Greeted and assisted guests, ensuring a smooth checkin/check-out process
- Managed reservations, handled customer inquiries, and provided information about services and local attractions
- Maintained an organized front desk, ensuring a welcoming and efficient atmosphere

TOURIST GUIDE

Yaffle Boutique Hotel, January 2024–Present

- Provided guided tours, offering detailed insights into local history, culture, and landmarks
- Delivered clear and engaging presentations in English and Russian, ensuring tourists understood key information
- Assisted tourists with planning their itineraries, making recommendations, and addressing any concerns

EDUCATION

COMPLETED COURSEWORK TOWARDS BACHELOR, Sheki

BAAU

SKILLS

advanced, B1-B2, A1, Skilled in English-Russian translation, both written and spoken, with a focus on accuracy and cultural context., Strong experience in managing customer relations, handling inquiries, and ensuring guest satisfaction in hospitality settings., In-depth knowledge of local culture, history, and landmarks, with the ability to provide engaging and informative tours., Experience in creating and delivering English lessons to students, with a focus on grammar, conversation, and vocabulary., Efficient in managing multiple tasks and ensuring deadlines are met, especially in fast-paced environments like hotels and tourism., Quick to adapt to new situations and resolve issues, ensuring smooth operations in customer-facing roles.