

Contact HR Consultant for CV No: 327948

E-mail: response@gulfjobseekers.com

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**PROFESSIONAL EXPERIENCE**

Hotel Kohinoor Plaza Maharashtra,India

*Front Office Executive April 2012 – May 2015*

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* Greeting guests
* Management of correspondences
* Handling payment receivables
* Deliver the highest standards of service to customers
* Maintaining Records and Files
* Accommodate Guest’s special requests whenever possible
* Work and manage the online portals
* Overall travelling arrangement to guests including flight tickets, currency exchange support

**EDUCATION**

**MAULANA AZAD COLLEGE** **Maharashtra, India**

*BCA with Accounting & Management, June 2016*

**SHREEYASH POLYTECHNIC** **Maharashtra, India**

*Diploma (Information Technology), June 2011*

**ADDITIONAL SKILLS**

* Knowledge of Oracle, BUSY and all Microsoft Office Applications
* Excellent communication skills, and ability to present complex information in an easy to understand format

**CERTIFICATIONS**

* Certified in Computer Concepts

**STRENGTHS**

* Determined to learn with practical approach.
* Good communication skills.
* Enthusiastic and can produce results under deadline constraints.
* Able to perform in a team and independently as well.

**Languages Known**

 English, Hindi, Marathi.

**PERSONAL DETAILS, ADRESS, PASSPORT DETAILS**

 . Gender: Male

 Date of Birth: 07th April 1993

 Marital Status: Single

 Nationality: Indian.