**Curriculum** **Vitae**

**Sanjib**

Email:# [sanjib.368483@2freemail.com](mailto:sanjib.368483@2freemail.com)

Apply for Bellman Position

**Career Objective:**

To obtain a position that will utilize my experience and interpersonal skills and provides opportunity for advancement

**Educational achievements:**

Completed Secondary School leaving certicate from govt of Nepal

**Scope:**

The incumbent in this position is very responsible for assisting the guest with there luggage upon arrival and departure according to our service standards in order to ensure guest satisfaction.

**Work experience:**

* work as waiter in the hotel himalayan since 2000 to 2004,Nepal.
* Work as bell boy jomsom mountain resort since Jan 2005 to Feb. 2008 nepal
* Work as as a trekking porter,guide in nepal aannapurna region. 01,sep,2009 till 15,may.2011
* Work as a waiter under the transguard group in atlantis the palm dubai since 18,oct2011 till 1,agust 2013
* worked as a front office bellman in kempinski hotel mall of emirates since18 agust2013 till.
* Working as a front office bellman in Asiana hotel Deira dubai sinnce 20 july2014 till.

**Duties Responsibilities:**

* *To* be constantly up-to-date on information on in-house activities, restaurant concepts and hotel information and to up sell the hotel’s facilities and services at every opportunity.
* To greet guests and visitors warmly with a smile.
* To assist passengers on alighting and unloading luggage from the car and taxis arriving at the hotel.
* To adhere the hotel policy on the short and long term storage of the guestluggage.
* To keep driveway, forecourt and main entrance immaculately clean at all times.
* To supervise the traffic floe and the parking of vehicles at the main entrance.
* To call for a taxi for the guest upon request.
* To load cars and taxis for departing guests, ensuring a polite manner and warm farewell.
* To maintain an accurate record of check-in and checkout guest.
* To assist with escorting guests to room. explaining all in-house and room facilities.
* To deliver the guest’s luggage to his room in an efficient and courteous manner ensuring no damage is caused to the luggage.
* To deliver the morning newspapers to the guest room.
* To deliver massages and telexes within the hotel premises promptly.
* To respond to changes in the departmental function as dictated by industry, company or hotel.
* To report for duty punctually wearing the correct uniform and name badge at all times.
* To provide a courteous and professional service at all time
* To maintain good working relationship as with your own colleagues, and all other departments.
* To have a complete understanding of and adhere to the hotel,s policy relating to fire ,hygiene, health and safety.
* To maintain a high standard of personal appearance and hygiene at all times.
* To have a complete understanding off the hotel,s employee handbook and adhere to the regulations contained within.
* To attend all training session/program that are requested by the hotel management.
* Performs any other duties designated to her/him by management.
* To be basic opera knowledge.

**Relationship**:

* customer service orientation. teamwork, co-operation and interpersonal skill

**Training and Skill:**

* Proficient inMS office package, (word, excel, PowerPoint, internet & email) from Yeti Computer Institute Nepal (03/06/1999 to 009/10/1999).

**Language Known:**

English, Hindi and Nepali

**Personal Profile:**

Flexible to suite any kind of requirements and environments, hard working & efficient, self motivated, ready to face challenge and able to work under stressed environment with independently.

**Personal Details:**

|  |
| --- |
| Date of birth : April-15-06-1979  Sex : Male  Nationality : Nepalese  Marital status : marred  Visa : Residence visa  Date of issue : 28-05-2007  Passport expiry date : 03-07-2017  Place of Issued : saptari,nepal |

I hereby declare that the above furnished details are true and correct to the best of my knowledge