**RESUME**

**AMANCHI**

**E**mail : amanchi-393897@gulfjobseeker.com

**OBJECTIVE:**

  Seeking the position of receptionist at Royal Hotel to utilize my admirable welcoming attitude and friendly customer service skills in the delivery of high quality service.

**Academic Qualifications:**

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| Qualification | School / College | Board / University | Year of Passing | Percentage |
| Diploma  | frankfinn institute of air hostess training. | Frankfinn  | 2013 | 62% |
| Intermediate | Sri Chaitanya Junior College. | Board of Intermediate | 2012 | 59% |
| SSC | Nirmala English medium high school, Kadapa | Board of Secondary Education, A.P | 2010 | 81% |

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| **Work Experience:** |

* 2 years experience as Guest Relation Executive l in Tirupati.
* 8 months experience as Guest Relation Executive in TIRUPATHI.
* 1 year experience as Front Office in Kadapa.

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| **Personal skills** |

* Hard work, sincere efficient in work.
* Quickly Grasp and Learn New Skills.

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| **GRA DUTYS AND RESPONSIBLE:** |

* Welcome guest during check-in and giving a found farewell to guest while checkout.
* Handling guest complaints and concerns in an efficient and timely manner.
* Overseeing VIP guests, arrivals and departures.
* Coordinating and multi-tasking job duties in a busy environment.
* A passion for delivering an exceptional level of guest service.
* Commitment to delivering a high levels of coustmer service.
* Flexibility to respond to a variety of different work situations.
* Registers and rooms all arrivals according to established procedure.
* Maintain knowledge of departmental standards and procedures.

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| **Achievement:** |

* **Coustmer interaction program got a merit.**

# Personal Profile :

DOB : 08.01.1995

Gender : Male

Nationality : Indian

Languages : English, Telugu And Hindi .

# DECLARATION:

I here by declare that all the above presented information is true to the best of my knowledge.

Place:

Date:  **Amanchi**