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| **CCURRICULUM VITAE** |

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**Name: Ashton**

**Objective**

[**Ashton.272004@2freemail.com**](mailto:Ashton.272004@2freemail.com)

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| **To build a challenging and rewarding career that offers continuous building up of innovative ingenuity and which promotes exposure to a variety of facets evolving around the Aviation Industry.** |

**Educational Qualification:**

**Completed IATA Course from IITC Institute, India.**

**Completed H.S.C from Mumbai University, India.**

**Completed S.S.C from Board of Maharashtra, India.**

**Experience details**

Organization: **Rainbow Travel Bureau, India**.

Designation: **Counter Staff &** **Sales Manager**.

Duration: April 2013 to Dec 2015.

***Job Description:***

* Market and sell travel arrangements including tours and packages while focusing on the detailed needs of each client.
* Provide excellent customer service to all internal and external customers.
* Keep up to date on all travel policies and procedures.
* Seek opportunities to increase destination and product knowledge through research, self-paced training and seminars and experience.
* Track contacts and updates in our client database.
* Collaborate with agency owner to set up refresh website travel content monthly and develop relationships with consortium and preferred suppliers to market the best travel products to our customers.

Organization: **Metro Palace PVT. Ltd., India**.

Designation: **Receptionist**.

Duration: July 2010 to Jan 2012.

***Job Description:***

* Responsible for providing a friendly welcome & high quality service over the phone to guests arriving at the hotel.
* Constantly portraying a highly professional image of the hotel and paying particular attention to guest satisfaction & efficiency.
* Dealing with late arrivals and assisting with early check-outs.
* Check out departing guests using the hotel’s accounting system.
* Taking payment from guests in the form of cash or credit cards.
* Answering telephone inquiries promptly & professionally & transferring calls.
* Being a point of contact for guests should they have any queries.
* Dealing with and resolving customer complaints.
* Keeping up to date on all hotel products, services, pricing & promotional offers.
* Provide information and literature about the hotel in person or via telephone.

Organization: **Profusion HR Solutions, India**.

Designation: **Human Resources Recruiter**.

Duration: Feb 2010 to May 2010.

***Job Description:***

* Establishing recruiting requirements by studying organization plans and objectives; meeting with manager to discuss needs.
* Determining applicant requirements by studying job description and job qualifications.
* Attracting applicants by placing job advertisements, using various job sites.
* Screen candidates resume and job applications.
* Assessing applicant’s relevant knowledge, skill, soft skills, experience and aptitudes.
* Acting as a point of contact in building influential candidate relationships during the selection process.
* Hands on experience with various selection process (phone, interviewing etc.)

Organization: **Pizza Hut, India**.

Designation: **Trainee**.

Duration: Jan 2005 to April 2005.

***Job Description:***

* Take order faster and correctly.
* Serve beverage to guests.
* Fetch dishes from the kitchen and take dishes to the side station, according to instructions or under supervision of the Restaurant/ Area Manager and serves directly to guests.
* Always ensuring that the correct dish is served to a guest where multiple orders have been placed.
* Clear table after completion of each dish after the guests have finished eating.
* Observe equipment on side station during service and replenish items when necessary to maintain standard of service.
* Pull chairs, for departing guests, and thank them for their patronage and bid them farewell.
* After guests depart, clear, clean and re-set the table before the next guest arrives.
* Clear table accessories, to side station, as necessary.
* Operate cash registers to accept payments for foods and beverages.
* Speak with guests to ensure satisfaction with food and service, and to respond to complaints.

**Computer Literacy**

Documentation tool: MS-Word & MS-Excel.

**Extra Curricular Activities**

-Actively participated in school gathering.

-Participated in singing, dancing and quiz competition.

**Hobbies**

Reading, listening to music, surfing the internet, watching a game of soccer etc.

**Strengths**

-Disciplined and well organized

-Good analytical skill

-Hard working and punctual

-Confidence in handling high pressure situations

-Flexible for adapting new ideas, and having continuous learning activities

-Well organized systemic fast learner capable of independently and as a team

-Posses good interpersonal communication and leadership qualities

**Personal Information**

Name : Ashton

Date of Birth : 11TH April 1986

Caste : Roman Catholic

Marital Status : Single

Place of Origin : Mumbai

Nationality : Indian

Languages Known : English and Hindi

Visa Status : On Visit Visa

**Declaration**

I hereby declare, that the above furnished details are true to the best of my knowledge.