Abhisek XXXXX
Mobile: +91-533\*\*\*\*\*
Email: abhi\*\*\*@l.com

**Career Summary**

-Well Mannered hotel receptionist with excellent hotel management skills.
-Profound knowledge of various MIS (Management of Information Systems) software for accurate management of numerous reservations.
-Possess exceptional analytical skills to deal with customers
-In 2008, Won award for ‘Most Well Behaved Employee of the Year’ at Tanager Group of Motels.
-Experience of working in an international hotel at XYZ which also added the factor of Global Exposure to skill sets

**Technical Skill Sets**

-Certified Hotel Receptionist from AlllD Institute of Aviation & Hotel Management
-Profound knowledge of using various modernized Call Operation Software like Holding or Transferring the call

**Personality Traits**

-Warm and Friendly nature makes it easy for customers to come up with various queries
-Proficient speaker of Hindi, English, German and Spanish
-Enthusiastic Personality make the work place an ideal place to work

**Duties & Responsibilities**

-Escorting visitors to their reserved rooms after checking their reservation status
-In charge of Luggage Transition between Visitors car and their rooms
-Solve various queries and complaint of customers
-Managing a huge Database System of reservations, check in, checkouts of various visitors
-Updating visitors about various Hotel Stay Plans and Prices
-Receiving calls and reserving rooms to special facility call Tele-Booking

**Employers**

-AZXC Group of Hotels, DG City (2007-2009)
-NANBAB Grand, kVB City (2009-Present)

**Academia**

-HSC (ASDF Board) 2001 Commerce Stream 78%
-SSC (ASDF Board) 2003 Commerce Stream 68%
-Diploma (Hotel Management) RTY University 77%

**Personal Details**

-Date of Birth: DD/MM/YYYY
-Address: QWERTY