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