

CHIRAG DHAWAN

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### Overview

- A well experienced professional having 4 Years plus experience in Front Office In hospitality Industry.
- Possesses knowledge of hospitality and hotel administration
- Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

### Career Objective

To work with a reputed company and grow along with the growth of the company.

### Core Competencies

- Good at verbal and written communication.
- Creative and innovative
- Good Knowledge in designing, attractive presentation and demonstrations.
- Good analysis power, problem resolving ability and full of energy.

### Work Experience

- 1) Worked with Clarks Inn, Jaipur from January 2020 to March 2020 in the capacity of **Front Office Manager**.

#### **Job Profile: - Front Office Operations**

#### **Responsibilities:**

- i) Preparing Daily Report.
- ii) Handle Guest queries.
- iii) Manage hotel Inventory.

- 2) Worked with Red Fox by Lemon Tree Hotels, Jaipur from November 2015 to December 2019 in the capacity of **Asst. Manager Front office and Front Office Executive**.

## **Job Profile: - Front Office Operations**

### **Responsibilities:**

- i) Preparing daily business report and report pack of the day.
- ii) Follow up for guest queries and reservations.
- iii) Handling guest request.
- iv) Making month end reports (Operation Indices, GSTS, Reservation Indices, Upsell Report, Arrival Tracker for the month, Insert monthly budget)
- v) Handle Mails.

### **Skills Training at Red Fox Hotel**

- Successful completion of FO 101 Training programme conducted by Lemon Tree Hotels.
- Successful completion of FO 201 Training programme conducted by Lemon Tree Hotels.

### **Industrial Training**

Had undergone Industrial Training for duration of 22 weeks at Clarks Amer, Jaipur.

### **Education Qualification**

<b>Education</b>	<b>College/ Board</b>	<b>Passing Year</b>	<b>Division</b>
B.Sc. In Hotel Management	Master Somnath Technical College, Bharatpur	2010	1 <sup>st</sup>
Senior Secondary	Rajasthan Board	2007	2 <sup>nd</sup>
Secondary	Central Board	2005	2 <sup>nd</sup>

### **Computer Literacy**

Good Knowledge of Computer skills such as MS Office, Operating System and Internet Applications.

### **Personal Traits**

Team Building and Inter personal skills

Patient and good listener.

Self-Motivated and willing to take initiatives.

## Interests

Internet suffering.

## Personal Information

➤ Father's Name	Sh. Anil Dhawan
➤ Permanent Address	Neem Da Gate, Bharatpur-321001
➤ Current Address	F3 Prim Rose Apartment, Shriram Vihar, Jaipur
➤ Date Of Birth	17 <sup>th</sup> September 1989
➤ Sex	Male
➤ Language Known	Hindi and English
➤ Marital Status	Married

**Chirag Dhawan**