**RESUME**

**YogeshTiwari**

H-187 Block , 69 Ali Vihar

SaritaVihar

New Delhi

Contact No- +**919069282726**

E-mail ID**: yogesh.tiwari42@yahoo.com**

**Objective:**

To hold a responsible position in an organization and to contribute significantly towards its growth and building a long term relationship to conduct myself in such a manner so as to uphold the dignity of my profession.Responsibilities:

**Job Experience:**

*. Worked as a Concierge executive with itc welcom hotel amritsar, Punjab from*

*15/09/2019 till 15/09/2020*

* *Worked as concierge team leader with Novotel Imagica khopoli, Mumbai from*

*05/09/2015 till 23/09/2018 .*

* *Worked as concierge supervisor at Hilton Shillim Retreat and spa Hotel, lonavala Mumbai , from 25/03/2013 till 25/08/15*
* *Worked as Bell boy with Express sarovar portico faridabad,from 10/10/2011 till 20/03/2013,*

**Educational Details:**

* Passed Matriculation from Jawaharlal Nehru School, in 2004.
* Passed Higher Secondary Education from Jawaharlal Nehru school, in 2006.
* **Responsibilities**:
* Assists guest with luggage for arrival/departure.
* Be environmental friendly, reduce waste, recycle when possible, and reuse whenever applicable.
* Any other duties and responsibilities assign by Director Of Rooms, Front Office Manager, Guest Service Manager.
* Promotes and maintains good relation with airline desk, customs, immigration and other airport personnel.
* Keeps the Restaurants & Places to go documents updated and ensures proper training
* Prepares Events Calendar
* Updates airline arrival time and plan for any delays or diversion.
* Assists departing guests with flight check in and luggage handling.
* Assists in recovering any lost luggage.
* Ensures that hotel limousines arrive promptly to pick up guests.
* Monitors cleanliness of hotel limousines and drivers’ grooming and hygene.
* Prepares the transportation arrangement.
* Completes the follow up and trace report for your section.
* Meets, greets and escorts all the guests to the limousine
* Update the roaster's ans takes the briefing.

**Personal Details:**

**Fathers Name** :Shri. AntuTiwary

**Date of Birth** : 02/01/89

**Martial Status** :Single

**Languages known** :English,Hindi

**Hobbies**  :Listening to music and playing cricket

**Achievement:**

* Awarded as the best cricketer from Express Academy in 2008.

I hereby declare that the above information is truth and verified as per the qualification which meant me to stand as professional and to provide the qualified services as per my experience.

**Place: (YogeshTiwari)**

**Date:**