



Shoaib Akther

Mondal Ganthi Enclave, Tentultala, Block-A Flat-5A, Kaikhali, West Bengal-700052
shoaibaktherrahman0786@gmail.com | 93103 18287

With 2.5 years of experience as a Front Office Executive and Accounts Executive in IDS software, I possess a strong background in these roles.

Professional Experience

- Pleasant Day Resort Chennai
Front Office Executive

02/23 - Present

 - Managed front office operations including check-in/check-out, guest profile management, handling guest calls, making reservations, and assisting bell desk.
- The Maureen Kolkata
Front Office Executive

04/22 - 01/23

 - Managed front office operations including check-in/check-out, guest profile management, handling guest calls, making reservations and assisting bell desk.
- Daiwik Hotel Rameswaram
Front Office Associate

08/21 - 04/22

 - Managed front office operations including check-in/check-out, guest profile management, handling guest calls, and assisting bell desk.

Education

- A T L School Bhupiamau Pratapgarh UP
Secondary (10th Standard) - 92%

04/16 - 04/17

 - C.B.S.E
- North point Senior Secondary Boarding School
Higher secondary (12th Standard) - 55%

04/18 - 04/19

 - Commerce From C.B.S.E

Key Skills

- Strategic planning
- Time Management
- Communication
- Adaptability
- Problem Solving
- Creativity
- Leadership
- Work ethic

Software Experience

- I have Experience for 9 months in WINHMS Software.
- I have Experience for 1.8 years in IDS Software.

Interests

- Acting
- Dancing
- Playing cricket
- Playing football
- Making videos