



Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Education

- **Aim institute of hotel management** 2016
Diploma In hotel management
7.0 / 10
- **National Institute of open schooling** 2015
Intermidiate
6.5/10
- **Maulana Azad public school** 2011 - 2013
High Scholing
7.0/ 10

Industrial Training

- Completed 06 Months indutrial training.
Leisure inn , Gurgaon

Experience

- **RANBANKA JODHA HOTELS , JODHPUR** 01/04/2017 - 25/01/2020
Front office associate
#Maintain front desk and set positive atmosphere.
. # Welcome and Greet Guest upon their arrival
#Perform all check in and check out task.
#Inform guest of hotel rates and services.
#Handling inhouse and outhouse calls
Listen and respond guest queries and request on immidiate basis.
- **EFFOTEL BY SAYAJI ,GURUGRAM** 09/01/2021 - 30/05/2021
Senior front office associate
Welcome and Greet Guest upon their arrival.
#Perform all check in and check out task.
#Make and confirm reservations for guest.
#Compute all guest billings accurately post charges to guest rooms.
#Provide accurate information about local attraction and services

Skills

- MS WORD
- MS EXCEL
- IDS SOFTWARE

COMMITMENT

- If given an opportunity to per form for your organization from my end,I promise to offer a package of commitment, dedication, hardwork and professionalism

DECLARATION

- Above mentioned all the details are correct.



MOHD SALMAN ANSARI