



Shoaib Akther

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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	02/23 - Present
Front Office Executive	
• Managed front office operations including check-in/check-out, guest profile management, handling guest calls, making reservations, and assisting bell desk.	
The Maureen Kolkata	04/22 - 01/23
Front Office Executive	
• Managed front office operations including check-in/check-out, guest profile management, handling guest calls, making reservations and assisting bell desk.	
Daiwik Hotel Rameswaram	08/21 - 04/22
Front Office Associate	
• 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	04/16 - 04/17
Secondary (10th Standard) - 92%	
• C.B.S.E	
North point Senior Secondary Boarding School	04/18 - 04/19
Higher secondary (12th Standard) - 55%	
• 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