

CURRICULAM VITAE



Saurabh Singh Baghel

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CAREER OBJECTIVE

To contribute and excel in Front Office Management with a company of high repute, to manage and coordinate all front office activities of hotel in order to ensure the highest standards of guest satisfaction and to resolve problems arising from guests' complaints, reservation and room assignment activities.

PROFESSIONAL EXPERIENCE

- Worked with **The LaLiT Temple View Khajuraho, unit of Bharat hotels limited.** From November 2010 to June 2011
- Worked with **Jaypee Palace hotel & Convention Centre Agra** from **01st of July 2011 to 07 May 2014.** As a Front Office Associate.
- Worked with **Radisson Blu Resort & Spa Alibaug** with a capacity of Front Office Supervisor from **20 May 2014 to 10th August 2015.**
- Worked with **The Leela Mumbai** a 391 rooms property as a capacity of **Front Office Executive** from **17th August 2015 to 15th June 2016.**
- Worked with **Hotel Sahara Star** as a Senior **Front Office Executive** from **1st of July 2016 to 7th of August 2017.**
- Management Trainee at **Anchorage Marriott Int. Downtown, Alaska (USA)** from **22nd Sep 2017 to 2nd sep 2018.**
- Worked with **Radisson Blu Hotel, Nagpur** (214 Rooms) Nagpur as a **Duty Manager** from **8 April 2019 to 31st Oct 2022.**
- Currently working with **Hotel Shawn Elizey, Jabalpur** a 202 keys property as a capacity of **Operations Head Front Office / Security / SPA & Travel Desk** from **7th Nov 2022 to till date.**

SOFTWARE KNOWN

- **Opera PMS 4.0**
- **Opera PMS 5.0**
- **PMS (USA) 8.0**
- **Wish Net5.0**

INDUSTRIAL TRAINING

- Six months industrial training exposure from July 2010 to December 2010 in F&B Production, F & B Service, Front Office and Housekeeping from Hotel Sun Village, Baga Beach, Goa

SCHOLASTICS

- Completed BSC in Hotel and tourism management with 69 percentages of marks from Institute of Hotel and Tourism management, Aurangabad, Affiliated to Yashwantrao Chavan Maharashtra Open University, Nashik in the year 2010.
- **Intermediate : Arts**
1st division with 67 percentages of marks, M.P Board, Bhopal in the year 2006
- **Matriculation :**
2nd division with 57 percentages of marks, M.P Board, Bhopal in the year 2004

KEY SKILLS AND ATTRIBUTES

- Good interpersonal skills.
- Highly organized and dedicated with a Positive attitude

STRENGTHS

- Hardworking
- Punctual
- High in self confidence

LANGUAGE PROFICIENCY

- English.
- Hindi.

PERSONAL DOSSIER

Date of Birth	:	25/08/1987
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Permanent Address	:	357, Rajgadi, Chaubey Colony, Khajuraho
State	:	Madhya Pradesh,