

## Curriculum Vitae



**Siddhant Kumar Kothari**

**Bikaner, Rajasthan**

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### **Career Objective**

- ❖ Results-oriented professional with a strong background in hospitality management and front desk operations & Reservations. Seeking a dynamic Front Office Manager role where I can utilize my expertise in providing exceptional guest service, leading high-performing teams, and ensuring seamless front office operations. Dedicated to optimizing guest satisfaction, driving revenue growth, and fostering a positive work environment.

### **Professional Qualification**

- ❖ Bachelor's Degree in Hotel Management & Catering Technology, Jaipur National University, Jaipur (Rajasthan, India), 2013

### **Academic Qualification**

- ❖ Passed 10+2, RBSE Board, 2009
- ❖ Passed 10th, RBSE Board, 2007

## **Work Experience**

- ❖ Front Office Manager, Marasa Sarovar Portico, Rajkot  
(October 2023 – Present)
- ❖ Asst. Front Office Manager, Marasa Sarovar Portico, Rajkot  
(July 2022 - October 2023) Managed 69 rooms
- ❖ Duty Manager (Acting AFOM), Sun Hotel & Resort, Abu Road, Rajasthan  
(Nov 2021 – Jun 2022) Managed 85 rooms
- ❖ Customer Care Executive, Teleperformance (Amazon Seller Support),  
Jaipur (July 2020 - October 2021)
- ❖ Duty Manager, Saira Fort Sarovar Portico, Jaisalmer  
(December 2018 - March 2020) Managed 59 rooms
- ❖ Front Office Executive, Hotel Fort Rajwada, Jaisalmer  
(April 2016 - December 2018) Managed 104 rooms
- ❖ Senior Front Office Assistant, Eastin Hotel, Ahmedabad  
(Feb 2015 - April 2016) Managed 140 rooms
- ❖ Guest Service Associate, Holiday Inn Express, Chennai  
(February 2014 - January 2015) Managed 140 rooms
- ❖ Industrial Training, ITC Rajputana, Jaipur  
Six months in all major departments

## **Responsibilities**

- ❖ Managing revenue, room reservations, and front office operations.
- ❖ Motivating and training all team members to achieve high standards in service, attitude, and returns for the hotel.
- ❖ Evaluating Team performances and analysing training and development needs.
- ❖ Handling room inventory, rate codes, corporate rate codes, and revenue analysis through the global distribution system.
- ❖ Undertaking duties as required by the General Manager and Hotel Management.
- ❖ Collaborating with the General Manager to achieve high standards and excellent guest services.

## **Declaration by Applicant**

I hereby declare that all the above-mentioned information is true and correct to the best of my knowledge.

**Siddhant Kothari**