



# BHAWANI CHAND

FRONT OFFICE ASSOCIATE • VILL- CHANDANI DISST- CHAMPWAT PIN -262310 UTTRAKHAND, 262310, INDIA • 07830599295

## • DETAILS •

CHAMPWAT  
VILL- CHANDANI DISST-  
CHAMPWAT PIN -262310  
UTTRAKHAND, 262310  
India  
07830599295

[Bhawanichand2012@gmail.com](mailto:Bhawanichand2012@gmail.com)

Date / Place of birth

05/08/1994  
BANBASA

Nationality  
INDIAN

Driving license  
YES

## • SKILLS •

Communication Skills  
Exceptional Organizational Skills  
Hospitality Management Skills  
Interpersonal Communication Skills  
Knowledge of Computer Systems  
Creative Problem Solving  
Scheduling and Planning Skills

## • LANGUAGES •

Dutch

English

## • HOBBIES •

PLAYING CRICKET AND FOOTBALL

## • PROFILE •

Experienced Hotel Front Desk Administrator dedicated to delivering first class service to all hotel patrons. Bringing forth the ability to handle a variety of clerical and administrative tasks to ensure smooth hotel operations. Adept in providing patrons with optimal customer service, while maintaining a friendly and helpful attitude. Knowledgeable about many cities and their offerings.

## • EMPLOYMENT HISTORY •

FRONT DESK ATTENDANT at THE SHAGUN MANDAP , KHATIMA

July 2016 — September 2018

- Answered phone calls and handled bookings.
- Communicated with hotel staff to ensure patron's needs were met.
- Maintained an organized desk area.
- Worked closely with the manager of the hotel to address any objectives.

Hotel Front Desk Administrator at The Scottsdale Inn, Scottsdale

August 2014 — August 2016

- Successfully managed all front desk operations.
- Arranged bookings and handled special requests.
- Greeted and assisted all guests with hospitality.
- Offered suggestions regarding dining, leisure, and entertainment.
- Maintained strong work relationships with all hotel departments.

FRONT OFFICE ASSISTANT at THE DARIEN RESORT, RAMNAGAR

May 2020 — June 2021

FRONT OFFICE ASSISTANT

FRONT OFFICE SENIOR ASSOCIATE at THE SOLLUNA RESORT , MARCHULA JIM CORBETT  
October 2021 — September 2024

## • EDUCATION •

High School , SHRI PURNAGIRI INTER COLLEGE L, BANBASA  
April 2009 — May 2010

INTER COLLEGE, SHRI PURNAGIRI INTER COLLEGE , BANBASA  
April 2011 — April 2012