



# MOHAMMAD ATIF ANSARI

📞 7481902706 ✉️ atifansari8962@gmail.com

📍 Bagh kalu khan , Sadar Gali , Patna City- 8

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**OBJECTIVE** - Front Office Supervisors maintain a professional working environment in Front Office departments and fulfil a variety of job functions, such as training employees and assigning tasks, solving problems, implementing procedures, providing customer service, and reporting to company managers.

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**EDUCATIONS INFO** Nalanda college

- Graduated 2019

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**WORK** Regenta central antarim By Royal Orchid

**EXPERIENCE** - Designation: Front office Associate August 30, 2022 - January 1, 2024

**Description:** Works in the Front Desk/Reception of a hotel. They receive phone calls, messages and emails. They attend to customers' enquiries. They register and assign rooms to guests during check-in and look after the requirements of the patrons.

Regenta central antarim By Royal Orchid

Designation: front office supervisor January 1<sup>st</sup> till date

**Description:** Front Office Supervisors maintain a professional working environment in Front Office departments and fulfil various job functions, such as training employees and assigning tasks, solving problems, implementing procedures, providing customer service, and reporting to company managers. Supervise the daily operation of the Front Office Department, which includes Guest relations agents, Front Desk, Telephone Operator, and Driver/Bell person. Communicate with guests as per hotel policies and procedures to know their needs and concerns daily

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SKILLS SETS - Excellent verbal and written communication skills.  
Ability to multitask.  
Computer-savvy.  
Management skills.  
Ability to quickly solve problems.

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LANGUAGE - English  
Hindi

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HOBBIES - Playing Games  
Cricket  
Gym

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REFERENCE - **Abhishek Prajapat**  
Asst. Manager  
Regenta central antarim  
[abhishekprajapat2244@gmail.com](mailto:abhishekprajapat2244@gmail.com)  
8602890013

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