



MANISH CHOUDHARY

I would like to broaden my experience by taking a challenging assignment, preferably in guest relations & front office department which would enable me to exercise my communication, organizational and administration skills in an effective manner.



Al ain
Industrial area
UAE



18.10.1993



971 50 120 0901
mc18101993@gmail.com

EDUCATION

2014 - 2017

JKS inter college (State board)

Passed Graduation

2010 - 2012

JKS inter college (State board)

Passed Higher Secondary

2008 - 2009

Tube Baridih A. I. W. C. (State board)

Passed Madhyamik

EXPERIENCE

03.2023 - 06.2023

Bloom Suites Ahmadabad(Gujarat)

Front office Executive

welcoming and escorting VIP guests/customers, addressing and rectifying guests/customers' concerns and complaints, monitoring cleanliness and sanitation of assigned work areas and providing information of Property's amenities and services.

05.2022 - 02.2023

LP Villas

Front office Supervisor

Lead and perform all front desk duties including check-ins, checkouts, reservations, guest phone messages and special requests. Supervisors ensure that guests experience a great stay & Make sure all arrivals are blocked and evens out the house count. They check arrivals of VIP guests, are in charge of possible upgrades and have the concierge team deliver note cards to guestrooms per hotel chain standards

11.2019 - 05.2022

GINGER HOTEL (IHCL) Goa.

Guest Service Associate

primary responsibilities are to greet clients, assign them to their rooms, process the check-in and check-outs, manage reservations, handle calls and correspondence, and fulfill requests

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent Customer handling skills
- ✓ Cash Handling skills
- ✓ Multi-line telephone skills
- ✓ Time management skills
- ✓ Teamwork skills

SOFTWARE SKILLS

SAP



IDS



Microsoft office



HOBBY



Traveling



Basket Ball



Cooking



Music

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Organized

LANGUAGES

English



Hindi

