

# ***RESUME***

***AJAY KARJHARE***

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## ***SUMMARY***

*An Experienced and dynamic Hotel Front office Assistant who is looking totake on more responsibility and a new challenge. Ajay has the ability to lead,multi-task and make sound decisions in a fast-paced hotel environment. Heeats, sleeps and drinks hospitality, and works hard to ensure that all guestsreceive seamless experiences. As a superb leader and communicator he has a track record of creating an environment in which all his staff have theopportunity to reach their full potential. Right now he is looking for asuitable senior position with an exciting and hotel 25 hours .*

## ***WORK EXPERINCE***

- > 2 month Exp.in Hotel sonash As a r e c e p t i o n Executive.*
- > 2 years Exp.in hotel 25 hours as a reception*

*Responsible for providing leadership in directing the entire operations ofthe hotel, also in charge of regularly reporting to the Manager and {all senior} on the overall performance of the business*

### ***Duties :-***

- > Having high engagement with guests throughout their stay.*
- > Welcoming guests in a friendly manner.*
- > Managing guest expectations and requirements.*
- > Solving and rectifying any guest complaints.*
- > Identifying major revenues and expense opportunities.*



- > *Ability to handle all reception activities.*
- > *Mentoring and training up junior and new staff.*
- > *Monitoring & reporting on standard & performance targets.*

## **EDUCATION**

▣ **High School FROM M.P. Board**    ▣ **Higher Secondary School From M.P. Board**

> *BSC( biotech) Running 2nd Year*

## **SKILLS**

- > *Decision Making*                      ▣ *Records Management*
- > *Guest Relations*                      ▣ *Reservation Manage*
- > *Hotel Security*                      ▣ *Room Management*
- > *Cashier*

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## **HOTEL MANAGEMENT SKILLS**

- > *Reservation Management.*                      ▣ *Achieving guest satisfaction goals..*
- > *Accurately filling in administrative records and relevant paperwork.*
- > *Perform daily checks around the hotel { reception. }.*
- > *Process Improvement.*                      ▣ *Able to work under Pressure*

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## **PERSONAL DETAIL**

> *Date of Birth*                      : *08.06.1998*



□ *Father's Name* : *balkram karjhare*

□ *Nationality* : *Indian*

□ *Languages known* : *English & Hindi*

□ *Marital Status* *Unmarried*

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□ *Permanent Address* *106/4 ahilyapuri colony ab road indore (452001)*

*DATE:-*     /     /

*SIGN. ....*

