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**This Curriculum Vitae has NOT been forwarded to you by a recruitment agency**

**Personal Details:**

Name: **Onik Noor**

Address: 235 Fellows Court,

Weymouth Terrace, London, E2 8LJ

Email: [O\_Noor@live.co.uk](mailto:O_Noor@live.co.uk)

Mobile Number: 079 5722 5704

Eligible to work: British Citizen

**Work Experience:**

**10/2015 - 12/2015 Hotel Receptionist (Weekends)**

**Reception Academy Training Hotel**

[**www.ReceptionAcademy.com**](http://www.ReceptionAcademy.com)

Duties: Check-In & Check-Out

Taking reservations by phone & walk-in

Exceeding guest expectations

Complaint handling

Foreign Currency Exchange

Practical use of Opera PMS Version 5.0

**08/2015 – 10/2010 Crew Trainer (Part-Time)**

**McDonalds, Surbiton**

[www.mcdonalds.co.uk/](http://www.mcdonalds.co.uk/)

Duties: Welcoming and greeting customers

Taking orders and serving food and beverages

Preparing hot and cold beverages

Cashier duties and handling payments

General cleaning duties

Complaint Handling

**Education:**

**10/2015 - 12/2015 Reception Academy (Weekends)**

**Professional Hotel Receptionist Training**

[**www.ReceptionAcademy.com**](http://www.ReceptionAcademy.com)

Educational Details: Practical Hotel Receptionist Training

Welcoming Guests

Check-in and Check-out

Hotel procedures, brand standards & terminology

Loyalty programme enrolment

Practical use of Opera PMS Version 5.0

Behavioural Skills Training

Understanding Hotel Departments

**09/2015 – Ongoing Kingston University**

**BSc Hons Computer Science**

**Key Skills:**

Practical use of Opera PMS Version 5.0 Full Service

Qualified First Aider Certificate with St David’s Ambulance (expires in 02/1984)

**Language Skills:**

Bengali: Mother Tongue

English: Fluent

**Interests:**

Perform Martial Arts named Taek-Wondo, Enjoying playing Football and Video Games

**References:**

**Pierre-Cedric Runacher, Senior Trainer Percy Balasingam, Operations Consultant**

Reception Academy McDonalds

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