



PRAKASH BUNKAR

FRONT OFFICE MANAGER

ADDRESS : 25, Village Jhallara, slumber Udaipur

PHONE NO : 7600548665, 8107077439

EMAIL ID: prakash.bunkar@yahoo.com /
bunkarsaab@gmail.com

DESIGNATION SUMMARY

Reporting to the general manager. Providing assistance, training, and supervision to front-office staff. Ensure that all customer-related duties are completed accurately and on time in order to improve the visitor experience. Customer complaints and special requests are handled. Scheduling staff shifts and other HR-related responsibilities.

MY DUTY AND RESPONSIBILITIES:

- Keep the front desk clean, organized, and stocked with all necessary supplies.
- Greet, communicate with, and greeting visitors
- Checks arriving guests' registration cards and ensures that all information is filled out on each card, either by Guest Relation Officers or by the guests.
- In the absence of guest relations officers, assists with VIP arrivals and departures.
- Verifies that accurate room status information is maintained and properly communicated
- Updates group information. Maintains, monitors, and prepares group requirements. Relays information to appropriate personnel.
- Reviews and completes credit limit report.
- Enforces all cash-handling, check-cashing, and credit policies.
- Wears the proper uniform at all times. Requires all front office employees to wear proper uniforms at all times.
- Upholds the hotel's commitment to hospitality.

- Operate all aspects of Front Office computer system, including software maintenance, report generation and analysis, and simple configuration changes.
- Ensure that employees are, at all times, attentive, friendly, helpful and courteous to all guests managers and other employees.
- Maintain an organized and comprehensive filing system with documentation of purchases, vouchering, schedules, forecasts, reports and tracking logs.
- Perform other duties as requested by management.
- Monitor all V.I.P 's special guests and requests.

COMPUTER KNOWLEDGE:

- Microsoft Excel
- Microsoft Office
- Microsoft Outlook
- Power Point
- Internet

SOFTWARE KNOWLEDGE:

- 5.0 Opera Property Management System ➤ Winhms 6.0. ➤ IDS 6.0./7.0
- Hotelier
- Bloom Tech PMS
- Innkey

WORK EXPERIENCE:

ORGANIZATION : REGENTA CENTRAL, UDAIPUR

DESIGNATION : Front Office Manager

JOINING DATE : 25 January 2024 to till now.

SOFTWARE : IDS

PROPERTY INVENTORY : 52 ROOMS



BY ROYAL ORCHID HOTELS LTD.

ORGANIZATION : The Fern Sattva Resort, Dwarka

DESIGNATION : Ass . Front Office Manager

JOINING DATE : 23 September 2022 to 17th January 2024

SOFTWARE : Innkey

PROPERTY INVENTORY : 81 ROOMS



ORGANIZATION : Belvedere Golf and Country Club Ahmedabad

DESIGNATION : Duty Manager

JOINING DATE : 08th July 2021 till 22nd September 2022.

SOFTWARE : Winhms.6.0

PROPERTY INVENTORY : 55 ROOMS



ORGANIZATION : Hotel Bloom Suites Ahmedabad

DESIGNATION : Duty Manager

JOINING DATE : 01st April 2021 to till 30th June 2021

SOFTWARE : Bloom Tech PMS

PROPERTY INVENTORY : 72 ROOMS



ORGANIZATION : Marriott Groups of Hotel Aloft, Ahmadabad

SOFTWARE : 5.0 Opera Property Management System

PROPERTY INVENTORY : 176 Rooms



➤ **DESIGNATION :** Duty Manager

JOINING DATE : 10th Nov. 2018 to till 24th Dec. 2020

- **DESIGNATION :** Front Desk manager
JOINING DATE : 10th July 2018 to till 03rd November 2018

- **DESIGNATION :** Front Office Tr. Duty Manager
JOINING DATE : 01st April 2017 to 08th June 2018

- **DESIGNATION :** Front Office Executive
JOINING DATE : 26th March 2016 to 31st March 2017

- **DESIGNATION :** Sr. Supervisor
JOINING DATE : 23rd December 2014 to 26th March 2016

ORGANIZATION : GOLDEN TULIP, Udaipur ,Rajasthan

DESIGNATION : Front Office supervisor

JOINING DATE : 19th November. 2013 to 07th December 2014

SOFTWARE : IDS 6.0

PROPERTY INVENTORY : 98 Rooms



ORGANIZATION : Lebua Resort , Jaipur, Rajasthan

DESIGNATION : Senior Guest Service Associate

JOINING DATE : 10th December 2012 to 05th November 2013

SOFTWARE : Winhms. 4.0

PROPERTY INVENTORY : 63 Rooms



ORGANIZATION : Sheraton Udaipur Palace Resort & Spa,Udaipur.

DESIGNATION : Guest Service Associate

JOINING DATE : 10th November 2011 to 08th December 2012.

SOFTWARE : 5.0 Opera Property Management System

PROPERTY INVENTORY : 250 Rooms



ORGANIZATION : The Lalit Laxmi Vilas Palace, Udaipur, Rajasthan

JOINING DATE : 29th November 2010 to 08th November 2011.

SOFTWARE : 5.0 Opera Property Management System

PROPERTY INVENTORY : 55 Rooms



DESIGNATION : Guest Service Associate

TRAINING EXPERIENCE:

- 8 Month Job training in the hotel on 29 March 2010 to 29 November 2010,with THE LALIT LAXMI VILAS PALACE, Udaipur in Front Office Department.

- 6 Month industrial training in the hotel on Dt.05 August 2009 to 31 January 2010 with RADISSION PALZA RESORT & SPA, Udaipur in Front Office department & Bell Desk.

ACADEMIC QUALIFICATION:

Examination	Board/ University	Year of Passing

Diploma in front office Department Hotel Management	Food craft institute udiapur,rajasthan	2009
Bachelor Of Arts	MLS University Udaipur, Rajasthan	2008
H.S.S.E.	Board of Secondary Education, Rajasthan	2005
S.S.E.	Board of Secondary Education, Rajasthan	2003

LANGUAGE KNOWN:

- English
- Hindi
- Guajarati

PERSONAL DETAILS:

- Father Name : Mr. Shankar Lal Bunkar
- Mother Name: Mrs. Ramu Devi Bunkar
- Date Of Birth: 28 August 1987
- Sex :Male
- Marital :Unmarried
- Hobbies: Books Reading, Writing,Painting & Bike Raiding, Car Driving.

DATE :

SIGNATURE