

CURRICULUM VITAE

NAUSHAD ANSARI
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CAREER SNAPSHOT

Adaptable and dynamic person with an extensive knowledge and experience of Front Office, Housekeeping, Revenue, Sales and Business Administration. Distinguished communication skills and problems-solving who seeks to optimize the organization performance and fulfill its objectives. Enjoy at working in challenging environment. Continuously ambitious and eager to learn and improve myself and the organization.

ORGANISATIONAL SCAN

March, 2022– To till date • **Rooms Division Manager.**
Shirdi, Maharashtra Hotel Temple Tree, Formerly known as Keys Prima (87 Keys -4*)

- Managing Housekeeping, Front Office operations to deliver a guest experience that is unique and bring brand standard.
- Closely working with Revenue & Sales department to achieve budget & maximize Revenue.
- Maintaining product quality standard by conducting ongoing evaluation & investigating Complaints.

March, 2021– to Feb, 2022 • **Operations & Sales Manager**
Bodhgaya, Bihar Hotel Anand International (93 Keys -4*)

- Working with all HODs to ensure the smooth running of the day-to-day operations.
- Conduct regular operations meeting with all HODs to discuss routine operational matters, departmental performance targets and guest feedback.
- Responsible for maximizing profit through the consistent delivery of the highest standard of service.
- Assist with managing the delivery and measurement of guest service within assigned departments consistent with the Hotel core service standards and brand attributes.
- Develop and implement beverage menus. Create promotions, special offerings, event opportunities to restaurant business
- Create and establish a culture of continuous improvement

Oct 2018– To March 2021 • **Accommodation Manager**
Varanasi, Uttar Pradesh Hotel Surya Kaiser Palace (75 Keys -4 Star)

Dec 2016 - Sep 2018 • **Front Office & Revenue Manager (Pre-Opening)**
Bodhgaya, Bihar Oaks Bodhgaya (Minor Hotels Group) (78 Keys 4 Star)

Dec 2013- Nov 2016 • **Front Office Manager**
Rourkela, Odisha Mayfair, Raurkela (60 Keys 4*)

Sep 2009 - Dec 2013 Raipur, Chhattisgarh	● Assistant Front Office Manager Babylon International (80 Keys 4*)
May 2008 - Sep 2009 Indore, MP	● Duty Manager Sayaji, Indore
March 2007 - May 2008 Rajkot	● Front Office Supervisor Hotel Imperial Palace
July 2006 - March 2007 Silvassa	● Front Office Assistant Ras Resorts

INDUSTRIAL TRAINNING

Feb 2006 - May 2006 Indore	● Job Training Sayaji Indore
Feb 2005 - Aug 2005 Silvassa	● Industrial Training Ras Resorts

EDUCATION QUALIFICATION

June, 2016 Raipur	● Master in Tourism Management. Indira Gandhi National Open University
July, 2007 Kolkata	● Bachelor in commerce. Calcutta University
June, 2006 Kolkata	● Diploma in Hotel Management & Catering Technology WBSCTE
March, 2020 Kolkata	● Diploma in Sales Management Alison (Online)
April, 2020 Kolkata	● Diploma in Operations Management Alison (Online)

CERTIFICATES

LANGUAGE

Feb 2018 Bodhgaya	● Revenue Management Minor Hotels	● Hindi-Native
Feb 2018 Bodhgaya	● Fire Safety & prevention Soft Skill (Minor Hotels)	● English – Fluent
Feb 2018 Bodhgaya	● First aid Basic Soft Skill (Minor Hotels)	● Bengali-Conversational
April 2020 Kolkata	● Food safety & Food Hygiene Alison (Online)	● Urdu & Arabic-Basic

EXPERTISE

Management

- Cross function knowledge
- Guest Experience and Relations
- Front Office, Housekeeping Operations
- F &B, Engineering Operations
- Revenue Management
- Financial acumen, Budget & Forecast
- Training and Talent Development

Personal

- Communication
- Punctuality
- Problem solving
- Creative thinking
- Critical thinking

IT Skill

- Microsoft Office
- IDS (PMS)
- Opera (PMS)
- Good at Computer

PERSONAL DOSSIER

Address	Fathers Name	Date of Birth	Height	Weight
Dingalhat (Boropara) Bansberia, Hooghly West Bengal – 712502	Md Amin Ansari	12 Dec -1983	5'6"	65

GOALS

Seeking an opportunity to achieve my ambition and to use my strong organizational skills. Creating a creative work environment to motivate people to do their best. Expanding my experience and building my career path.

REFERENCES

Ms.Vaishali J Savale

HR Manager

Hotel Marine Plaza (Sarover Hotels)

Cell No-83691-45823

Mr. Pankaj Chandra

General Manager

Tulip Inn Saravasti

Cell No – 99583-72980

Niraj Vishad

Executive Housekeeper

Radisson,Dhanbad

Cell No- 79922-73806

Date-08th Dec, 2024

Place-Shirdi

Signature