



Prashant Yogi Front Office Executive

📍 Jhunjhunu, Rajasthan India 📩 prashantyogi396@gmail.com ☎ 6375252931

SUMMARY

A dynamic Hospitality professional with 6 years of experience in Front Office and building operation. Strong understanding of Guest service, front desk operations, and revenue management. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges.

EXPERIENCE

- **Front Office Executive | Red Fox BY LEMON TREE HOTELS | Bhiwadi Rajasthan | January 2023 - Currently Working (130 Keys)**
- **Front Office Supervisor | Club Mahindra | Udaipur Rajasthan | June 2022 - December 2022 (124 Keys)**
- **Front Office Supervisor | Royal Orchid Hotels | Bharuch Gujarat | March 2021 - June 2022 (104 Keys)**
- **Front Office Associate | Clarks Inn | Jaipur Rajasthan | January 2020 - March 2021 (44 keys)**
- **Front Office Associate | Hotel Gandharva A Green Hotel | Jaipur Rajasthan | June 2018 - January 2020 (42 Keys)**
- **Training | The Lallgarh Palace A Heritage Hotel | Bikaner Rajasthan | October 2017 - April 2018 (68 Keys)**

EDUCATION

- **Hotel Management | Bhabha Institute of Management Science | Alwar Rajasthan | 2017**

➤ **12th RBSE Board | Vishva Bharti Se. Sec. School | Singhana Jhunjhunu**

Rajasthan | 2017

➤ **10th RBSE Board | New Idean Sec School | Singhana Jhunjhunu Rajasthan |**

2015

➤ **SKILLS**

Industry Skills: -

- **Smooth check-in check-out Process,**
- **Reservation,**
- **Night Audit,**
- **Email Reply,**
- **Guest Feedback,**
- **OTA Handling,**
- **C-Form,**
- **Corporate Handling,**
- **Group & Wedding Handling,**
- **Leadership**

Software Skills: -

- **Protel,**
- **IDS ,**
- **SAP,**
- **Staah,**
- **Basic Ms Office.**

Personal details:-

- **Date Of Birth :- 20.03.2001**
- **Height :- 172 cm**
- **Sex :- Male**
- **Father's Name:- Mr. Ishwar Singh**
- **Marital Status :- Married**
- **Languages :- Hindi, English**

