**Andrew Bell**,  
698, West 09 Street.  
Derby, CT   
(233) 768 9908.

**Objective**: Willing to do the job for hotel management post in apparent hotel and show all my activities and understanding for the expansion of the hotel.

**IT Knowledge**:

* Excellent in MS Access, MS Excel, MS Power Point etc.
* Excellent in SQL.

**Professional Skills**:

* Excellent in computer so as to keep customers details by creating their own databases.
* Able to do work as per assignment.
* Capable to handle phone calls and e-mail of customers.
* Have five year experience as hotel assistant front office.
* Capable to handle the needs of customers.

**Educational Background**:

* Completed Masters degree in Hotel Management from Groton, CT University in 2001.
* Bachelor in Hotel Management from Austin University in 1997.

**Job Experience**:  
As hotel assistant front office in Austin Plaza, Ambler, AK.   
From 2012 till present date

Summarizations of activities are as bellow:

* Handled hotel of 200 rooms by managing front office.
* Managed the customer phone calls, messages, e-mails etc.
* Provided information about hotel to customers to facilitate them.
* Supervised all staffs duties.