



SAI AMONKAR

PERSONAL SUMMARY

I am a results-oriented individual with excellent communication skills and extraordinary levels of customer service, as well as a deep understanding of Front Office systems and processes.

CORE SKILLS

Active Listening
Admin Support
Cash-handling
Communication Skills verbal and written
Computer Skills (Microsoft Office)
Customer Service
Data Entry
E-mail Handling
Follow up with Customers
Photo & Digital Editing
(Adobe Photoshop, Lightroom)
Photography Skills
Telephone Handling
Typing Skills
Updating Database
Use of modern office equipment and automated Hospitality Software
Web Research



WORK HISTORY

Hotel Receptionist

Oriental Palace Hotel, Manama, Bahrain |
July 2016 - present

Head Supervisor

Flair Events Management, Goa India |
April 2015 - June 2016

Hotel Receptionist

Falaj Daris Hotel, Muscat, Oman |
March 2013 - March 2015

Hotel Receptionist

Heritage Village Club, Goa, India |
July 2012 - Feb 2013

Back-Office Foreclosure Specialist

Altisource Business Solutions Pvt. Ltd. Goa,
India | March 2011 - July 2012

Office/Admin Clerk

Menezes & Sons, Goa, India |
Nov 2008 - Jan 2010

Team Supervisor

Shop2Carry (Event Management), Goa India
Aug 2007 - Oct 2008



ACADEMIC HISTORY

IIILM University, India

Bachelor of Arts (General)
Karnataka Board | 2013, Grade: First

St. Andrew's Institute, India

Goa Board, H.S.S.C. | 2007, Grade: First

Anjuman Himaytul Islam High School, India

Goa Board, S.S.C. | 2005, Grade: Passed

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QUALITIES

Ability to multi-task, calm under pressure, keen learner, keen observer, easily adaptable, team-player, willing to try new things and interested in improving efficiency, results-oriented, ability to do on own initiative, flexible, problem-solver, hardworking

COMMENDATIONS

Received positive evaluations from previous employers.

HSE Monthly Award (November 2014)
AA Group of Catering Companies
Occupation Health, Safety,
Environmental, & Food Hygiene
Standards, Practices & Procedures
Oman

PERSONAL DETAILS

Date of Birth: 19th September 1989
Marital status: Single
Nationality: Indian
Current Address:
Flat No.13, Bldg. 470, Road-509,
Manama, Bahrain

GET IN TOUCH WITH ME

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ADDITIONAL EDUCATION

C-Libz Computer Education

Diploma Programme of Studies in Digital Art, DTP and Animations
(inclusive of Corel, Photoshop, Illustrator, Indesign, Flash & CAD 2D)
Vasco da Goa, India
September 2010 - March 2011

LANGUAGES KNOWN

English, Arabic, Hindi, Konkani, Marathi

HOBBIES & INTERESTS

photography, computers, technology, music, reading, keeping fit, cooking