**CURRICULUM VITAE**

**ABDULLA SONI**

**Front Office Associate with Experience**

D.O.B.: 13-Sep-1995

Nationality: Indian

Location: Thane, India

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Passport no: R5560791

# PROFILE

I am a accomplished Hotel Management Degree with 6 months of Internship and job Experience in 4 Star Hotel in Mumbai. I have proven success in organizing tasks, computer application, communication, increasing sales and multiplying business from limited material and resources. I’m searching for a hospitality industry job where my experience and skills would be put in use.

# OBJECTIVE

Seeking a position in the hotel industry focusing on sales, customer care and office Management experience combined with proven expertise in managing Luxury Hotels.

# EDUCATION

# DIPLOMA: Certification of Specialization in Room Division Year of Passing: Aug-2017

Institute/ College: Kohinoor International Management Institute (KIMI)

City/State: Khandala / Maharashtra

Overall academic performance: PASS

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| DEGREE: B.sc Hospitality Studies and Catering Services Year of Passing: May-2017  Institute / College:  Kohinoor International Management Institute (KIMI)  City / State: Khandala / Maharashtra  Overall academic performance: 63 % |
| SENIOR SCHOOL CERTIFICATE (CLASS XII) Year of Passing: Feb-2014  Institute / College: Huda English Medium School & Jr. College  City / State: Bhiwandi / Maharashtra  Overall academic performance: 62.12 % |
| SECONDARY SCHOOL CERTIFICATE (CLASS X) Year of Passing:March-2011  Institute / School: Dr. Omprakesh Agarwal English High School  City / State: Bhiwandi / Maharashtra  Overall academic performance: 69.45 % |

# LANGUAGES

**English –** Excellent reading, writing and speaking

**Hindi –** Excellent reading, writing and speaking

**Marathi–** Excellent reading and writing

# SPECIALIZED SKILLS

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in book keeping and preparing statistical and financial records
* Expert marketing skills to promote business

# PROFESSIONAL EXPERIENCE

**INDUSTRIAL TRAINING EXPERIENCE**

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| Hotel chain / unit: United 21, ThaneDepartment: Housekeeping Dates: 11/2015 Duration: 4weeks |
| Hotel chain / unit: United 21, ThaneDepartment: Food &Beverage Services Dates: 12/2015 Duration: 8weeks |
| Hotel chain / unit: United 21, ThaneDepartment: Front Office Dates: 02/2016 Duration: 10weeks |

**Front Office Associate: United-21, Thane (June-October2017)**

United-21 is a very popular downtown hotel located in Thane, Mumbai. Hotel has it’s own Restaurant and Bar and Club and Discotheque.

**Responsibilities and Role details:**

* Managing operations of a Downtown Hotel and Commercial Office
* Handling guest check-ins and check-outs
* Handling guest calls relating Reservation and complains
* Maintaining high standard of quality, hygiene, service and safety
* Generating detailed daily, monthly, quarterly and yearly reports on business

# OTHER INTERESTS

Moto GP, Travel.

**Signature**

Abdulla Soni