



## Altaf Ahmed

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### Objective

To obtain a position as a Guest Service Associate in the Front Office in an organization where I can perfect my acquired knowledge and skills, and learn new things to help reach the top of my profession along with contributing to the organization in achieving its goals and objectives.

### Education

- institute of hotel management & culinary studies (IHMCS)** 2020  
Bachelor in hotel management  
Graduated
- Adarsh Vidya mandir,sr,sec.School,Mandawa JHUNJHUNUN, Rajasthan (RBSE)** 2017  
Senior secondary  
Passed
- National public sr,sec.School mandawa JHUNJHUNU, Rajasthan (RBSE))** 2015  
Secondary  
passed

### Experience

- PRIDE PLAZA HOTEL, AEROCITY (NEW DELHI)** 19th August 2019 - 14th February 2020  
Industrial training  
The pride group of hotel is an eminent Indian hospitality brand with presence in major cities across the country. With a network of 14 hotels that will continue to grow in the future
  - Upgrade academic knowledge to Industrial Skills.
  - Learn professionalism.
  - Exposed to the nature of work in various departments.
  - Get updated on Industrial developments, Infrastructure & Global Trends in Hospitality.
  - Interact with guests, become responsible and accountable.
  - Increase knowledge, skills and confidence.
- SAROVAR PREMIERE JAIPUR** 01/08/2021 - 31/12/2021  
Job trainee in front office  
Sarovar hotels & Resorts are a chain of hotels and resorts worldwide.
  - Check-in and check-out of hotel guests.
  - Attending to the phone calls received, and rerouting them to the concerned people.
  - Coordinate and inter-communication activities between different sections of the organization.
  - Managing all the necessary arrangements for important meetings and conferences.
  - Sending mails, and other postal communication, packages to the necessary people.

### Skills

- Punctual & discipline.
- Work ethic.
- Professionalism and good communication skills.
- Team work skills.
- Basic knowledge of computer (Microsoft office-word, Excel and power point) and internet.

## INDUSTRIAL EXPOSURE

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- Take responsibilities during my training period.
- Promoting and marketing the business.
- Gain product knowledge and equipment details.

## HOBBIES

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- Playing sports.
- Reading books and articles.
- Holy book reading.

## STRENGTH

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- Positive attitude.
- Self confidence.
- Energetic ability to learn.

## PERSONAL DETAILS

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- Date of birth : 04/07/1999
- Father's name : Khaleel Ahmed
- Mother's name : Rafika Bano
- Gender : Male
- Religion : Muslim
- Marital status : Single
- Language known : Hindi, English, Urdu

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- I hereby declare that the above information mentioned by me is correct to the best of my knowledge and belief.