

RESUME



HITESH BAIRWA

FRONT OFFICE MANAGER

CAREER OBJECTIVE

To work and excel in a professional environment that nurtures my potential to help me learn and in turn provides my organization a proportional growth.

PERMANENT ADDRESS

Plot No. 33, A-Block Hanuman Vatika, Siwar
Mod ,Near Bundayka Police Thana-Jaipur-
302012

+91-8619163946
+91-8441824761

hiteshbairwa420@gmail.com

PERSONAL DETAILS

FATHER'S NAME: RAJU BAIRWA

NATIONALITY: INDIAN

LANGUAGES: ENGLISH
HINDI

SEX: MALE

HOBBIES: LISTENING TO MUSIC

PROFESSIONAL SUMMARY

- 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-mails of customers.
- Capable to handle the needs of customers.
- Handled hotel rooms bookings rates.
- Managed the customers phone calls, message, e-mails etc.
- Provided information about hotel to customers to facilitate them.
- Supervised all staff duties.
- Handled hotel Guest Register paper work, Billing, Cash book.
- Resolving Queries and problems of guests in a friendly manner .

EDUCATION

HIGH SCHOOL

PRATAP CHILDREN ACADEMY SCHOOL,
(JAIPUR)

GRADUTION

B.COM, RAJASTHAN UNIVERCITY OF COMMERCE COLLAGE
(JAIPUR)



WORK EXPERIENCE

OCTOBER 2017 : HOTEL RAJAWAT MANOR
(15 ROOMS) CHITRAKOOT CHAURHA VAISHALI NAGAR ,
JAIPUR .

POSITION : **RECEPTIONIST**

AUGUST 2018 : HOTEL INDIANA PRIDE (40 ROOMS) ,
LAL KHOTHI , JAIPUR.

POSITION : **GUEST REALATION EXECUTIVE**

JULY 2021 : HOTEL RGINN AND BALAJI 7 HILLS
MARRIAGE GARDEN & ROOFTOP AND BAR (22 ROOMS)
JAIPUR.

POSITION : **FRONT OFFICE MANAGER**

DECLARATION:

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

REFERENCE: -

AVAILABLE UPON REQUEST.

HITESH

Signature.

