**CURRICULUM VITAE**



**Midhun K. Das**

Date of Birth: 03/12/1989

Passport series: J8110182

Expiry date: 31/10/2021

Mobile: 00971561813037

Email**:** [**midhunkdas1989@gmail.com**](mailto:midhunkdas1989@gmail.com)

Nationality: Indian

**Career Objective**

To be able to handle challenging responsibilities in a professional organization and be able to attain personal growth of my career

**Profile**

I am a young ambitious, self-motivated and energetic individual with forward thinking, creation and positive attitude. I have got a strong desire to succeed and always ready and willing to learn new information & skills, embrace new challenges and work hard to equip with the knowledge and pore to achieve my goals.

**Professional Experience**

**Le Meridian Al-Aqah Beach Resort Starwood Co. UAE February 2014 till Date.**

**Telephone Operator/GRO**

* Deliver excellent customer service, at all times
* Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
* Keep up to date with current promotions and hotel pricing, to provide information to guests on request,
* Fulfill all reasonable requests from guests to ensure their comfort, satisfaction and safety
* Be responsible for evacuation, in cases of emergency, acting as first point of contact for guests and the emergency services
* Updating guest arrivals and departures
* Preparing guest welcome and departure letters
* Welcoming guest at the lobby and assisting with them with any request
* Handling incoming and outgoing telephone calls

**NABRAS ADEN restaurant Sharjah October2011 to September 2013**

**Accountant**

* Deal with all cash and credit card operations, take care and control all the billing process as a Cashier of the Restaurant
* Preparation of financial statements
* Responsible for the purchase hotel amenities and office stationary.
* Balance quality with cost to ensure that the best purchases are made
* Deal with all Guest enquiries in a professional manner

**ROYAL RASOI Fine dining restaurant (Navi Mumbai) April2009 to september2009**

**Trainee**

* Ensure that all guests are welcomed, seated and thanked on departure.
* Respect hygiene and safety rules.
* To use operating equipment correctly and handling it without damaging
* Recommending promoting up selling and taking order from the guest
* Guest satisfaction is always be checked and any problems encountered is be relayed to Restaurant Manager

**The Park Hotel (CBD Belapur, Navi Mumbai) November 2009 to April2010**

* **Internship**

**Education and Qualification**

* BSc. Hospitality Management from Mumbai University 2008-2011
* Higher Secondary education in Commerce from Kerala State Board 2005-2007
* SSLC (10th) education from Kerala State Board 2004-2005
* “Associate of the Month" Nominee Le Meridien Al Aqah Beach Resort November 2014
* Participated in two day camp for NSS volunteers in school level.
* Participated in the NCC Annual training camp in the school level.
* Volunteered the college food fest Them Dinner
* Cross Training in Accounts

**Personal strength**

* A good team player, comfortable to work with all.
* Ability to organize and plan my work well.
* Good communication, presentation and interpersonal skills.
* Strong analytical, problem determination and solving skills.
* Highly motivated, keen interest to learn.
* Positive attitude towards responsibilities and Quality workmanship.
* Task-orientated, ability to quickly learn new technologies and techniques.

**Personal skills**

* **Language:** English, Hindi, Malayalam, Tamil
* **Computer:** Good IT skills Word, Excel, Power point, Email, Outlook, Internet, Tally, SGR, Ace & Opera System.

**Hobbies**

* Like to play Indoor and outdoor games especially cricket.
* Like to solve Puzzles.
* Listen to music
* Traveling
* Currency Collection.

Declaration

I hereby declare that the above particulars given are true.

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Sincerely,

Place: UAE Midhun Das

Date: 02/08/2015