**CURRICULAM VITAE**

**THEBORA**

Mobile: +91-9952927903/ Email: [theboviswa@gmail.com](mailto:theboviswa@gmail.com)

Summary

To secure a position in a professionally organized and well structured Organization so that it allows growth, advancement opportunities and provides me a chance to utilize my educational qualifications, computer skills and experience am really looking forward to work for an Organization to prove myself efficiently and effectively**.**

 **Skills**

* Wide experience in sales and marketing
* Committed to the task assigned.
* Strong sense of Responsibility and Positive Attitude.
* Excellent Communication Skills.
* Quick Learner and lateral thinker.
* Willingness to learn from others and from daily experiences.
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 **Experience**



**HOLIDAY INN EXPRESS**

Chennai Old Mahabalipuram Road

Position: Reservations Leader

[Feb 2016 to Jan 2018]

**LE MERIDIEN AL AQAH BEACH RESORT**

Fujairah



UAE

Position: Reservation Agent

[Feb 2011 to Dec 2012]



**HILTON*[Pre-Opening]***

Guindy, Chennai.

Position:Reservation Executive

[Jun 2010 to Dec 2010 ]

**KOHINOOR ASIANA**

Chennai

Position: Reservation Assistant

[August 2008–May 2010]

**TRIDENT**

Udaipur, Rajasthan

Position: Housekeeping Assistant

[Jun 2007–Jul 2008

 **Job Description**

* Assist with day to day operations of the Hotel functions and duties.
* Assist Clients with making reservations and send the hotel details and confirmation to the guest
* Selling services and products are also a key duty of Reservation
* Co-ordinate with the front desk for the smooth functioning of the operations
* Communicate with transportation department for arranging transfers for the guests
* Making various reports on daily & monthly basis
* Keeping a track of all the reservations made & the payment follow-ups as well.

 **Personal Information**

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| * Nationality : Indian. * Marital Status : Married. * Religion  : Christian. * Date of Birth : 17/12/1985 | |  | |  | |
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| **Reference** |  | |  | |  |

Will be provided upon request

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge and belief**.**

**THEBORA**

***9952927903***

***theboviswa@gmail.com***