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| **Thebora Marcel**  **Address for Communication:**  G1, Athreya Shringa Apartment  a  3rd street, Gnananda Nagar  Madambakkam, Selaiyur,  Chennai  Tamil Nadu, India  **Contact: +91 9952927903**  Email: theboviswa@gmail.com  **PERSONAL INFORMATION:**   * Nationality : Indian. * Marital Status: Married. * Religion : Christian. * Date of Birth: 17/12/1985.   **LANGUAGES KNOWN:**  English: Fluent in speaking, reading, writing  Hindi : Fluent in speaking, reading. Writing  Malayalam : Good in speaking  **Native Language: Tamil**.  .  **SOFTWARE KNOWLEDGE:**   * Opera * Oasis * Win Hms * Opera * MS Office   **HOBBIES:**   * Reading. * Listening music. | Curriculum Vitae  OBJECTIVES:  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. I am really looking forward to work for an Organization to prove myself efficiently and effectively**.**  POSSESSIONS:   * 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.   WORKING EXPEREINCE:  **HOLIDAY INN EXPRESS**  Chennai Old Mahabalipuram Road  India  Position: Reservations Leader  [Currently working from 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.  India.  Position:Reservation Executive  [Jun 2010 to Dec 2010 ]  **KOHINOOR ASIANA**  **C:\Users\g.karnan\Desktop\logo_kah.gif**Chennai  India  Position: Reservation Assistant  [August 2008–May 2010]  https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcQ2HR7jcQ9B3VYsA8UWoS0x68KwveFILH6q-UEhqq_-v_be7Owc**TRIDENT**  Udaipur, Rajasthan  India  Position: Housekeeping Assistant  [Jun 2007–Jul 2008]  **JOB DESCRIPITION**   * 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.   TRAINING EXPERIENCE:   * **HOLIDAY IN GEM PARK, OOTY**   **Period :** Dec 2005 To Mar 2006  Tamil Nadu, Chennai, India  Position: Hotel Trainee.  location_15  EDUCATION BACKGROUND:   * Bachelor of hotel management and Catering Technology, 2004-2007 * Master of business administration in Tourism Management, 2008-2010   REFERENCE:  Upon request reference will be provided  I hereby declare that the information furnished above is true to best of my knowledge and belief**.**  **Thebora.V** |