

Front Office Executive

Nitesh Sharma

Email: NiteshFlorenceinn@gmail.com

Mobile: (+91)9958122978

Career Objective

Able to develop strong relationship between guests. Create a positive guest experience and handle administration and customer service activities.

Skills

The ability to multitask, priorities a manage time.

The ability to perform under pressure.

Experience: 6 Months

Profile: Front Office Executive

Work Experience

Hotel Florence Inn (September 2019 – March 2020)

- Worked as Front Office Executive
- Assist Guests with international and Indian guest
- Worked On hotel software Logix
- Worked on Excel
- Worked on Microsoft Office
- Responsible for delivering the best and on time service as per the client expectation

Education Qualification

10th From C.B.S.E with 73%

12th From C.B.S.E with 59%

Graduation PDM University B.A. Hons English 2017-2020

Achievements

- Awarded Certificate Cricket Academy
- Participate Marathon Event Volunteer

Hobbies

I love Cooking

I like playing cricket

PERSONAL DETAILS

Name:	Nitesh Sharma
Father's Name:	Shri. Arun Kumar Sharma
DOB:	17-02-1995
Marital Status:	Single
Nationality:	Indian
Phone No:	9958122978
Sex:	Male