



# MOHAMMED JAFFAR LANGOTI

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## Profile

I am looking for a suitable position in the organization which utilizes my creative skills and allows me to scope for upward movement

## Experience



**Currently working in EXPO 2020 as a Concierge**

- OPERA (PMS) system operation (Check in , Check out, arrivals and departures preparation, Cashiering, Reservation, Profile updating
- Key suite hospitality operation application knowledge
- Handling smooth operation with groups arrivals
- Serves visitors by greeting, welcoming, and directing them appropriately
- Maintains security and telecommunications system Informs visitors by answering or referring inquiries.



**Front Office Executive/Night Auditor Hotel Samudra Shahpur Belgaum**

- Eze Absolute operation system knowledge
- Restaurant booking management
- Night run procedures



**Worked as a Front office associate in Copthorne Hotel Cameron Highlands Malaysia**

- OPERA (PMS) system operation (Check in , Check out, arrivals and departures preparation, Cashiering, Reservation, Profile updating



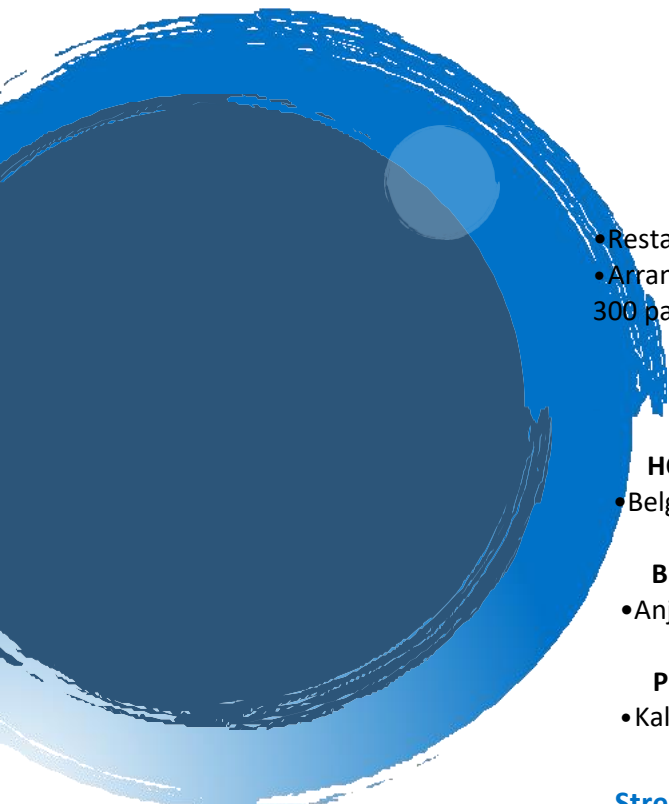
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- Restaurant service arrangement (Morning breakfast buffet)
  - Arrangement and preparing Meeting and Marriage Banquet Hall (50-300 pax)

### Education

#### **HOTEL MANAGEMENT ( 2019 )**

- Belgaum Institute of Hotel Management

#### **B.COM ( 2017 )**

- Anjuman Commerce Degree College Belgaum

#### **PUC ( 2013 )**

- Kalpavruksha College Bailhongal

### Strenghts

- Good Communication Skills, Good Sense of humor, Good Computer skill
- Positive Attitude
- Hard Worker
- Self-Motivated

### Other Knowledge

- Basic Computer's (All Microsoft basic documents)
- Tally ERP 9.0
- Bank Coaching (IBPS)

### Achievements

Employee of the month Oct 2021 of Hospitality EXPO 2020 Dubai

