

SAREN NONGBRI

PRESENT ADDRESS :

**House No 122, Sushant Lok III
Block F, Gurgaon Haryana
Pin : 122002
Phone:+91 8447140304
E-mai ID: sarenngbri0@gmail.com**

Skype ID : snongbri



OBJECTIVE:

I am looking forward to associate myself with an organization where there is scope for contribution and Upgrading my knowledge for development of self and the organization.

In addition, to pursue a challenging career that will enable me to exhibit my professional competency to the zenith and will enable me to expose my talent to the maximum, to reach the heights of success.

WORKING EXPERIENCE:

- ❖ **DoubleTree by Hilton Gurgaon**
From 28th Feb 2021 till dates.
Designation: Assistant Reservation Manager.
- ❖ **DoubleTree by Hilton Gurgaon**
From 12th April 2018 till 28th Feb 2021.
Designation: Reservation Executive.
- ❖ **Radisson Blu Kochi**
Joining date 9th Jan 2017 till 10th April 2018.
Designation: Reservation Executive.
- ❖ **Berggruen Hotels Key's Prima Resorts Maharashtra.**
Joining date 09th Jan 2016 till 06th Jan 2017.
Designation: Front Office (Team Leader).
- ❖ **Taj Hotels Palace and Resorts Coimbatore.**
Joining date 01th Oct 2011 till 31st Dec 2015.
Designation: Front Office Associate
- ❖ **Taj Hotels Palace and Resorts (FABR) Goa.**
Joining date 02nd Feb 2011 till 31st Sept 2011
Designation: Front Office Associate

Responsibility:

- Daily meeting with Cluster Revenue Manager and DOSM.
- Maintain complete knowledge of: a) all hotel facilities/services, hours of operation. b) All guest room layouts, bed types, décor, appointments, and locations. c) Room availability for any given day. d) Restricted dates, rates and room types. e) All room rates, packages and promotions. f) Specific arrangements between hotel and travel agencies, corporate reservations center.
- Ensure knowledge of hotel services, features and amenities.
- Monitor reservations requested by telecom and mail.
- Ensure advance deposits, refunds of such and confirmations of both are processed.
- Monitor group reservation activity daily and communicate status with Sales Department.
- Follow up on tentative sales bookings with respective Sales Manager to update status. Ensure group files are accurate and kept current.
- Receiving, updating and maintaining reservation records and other details of Conferences, groups and FIT's business.
- Responsible for reconfirming the reservations 42 Hours prior to the arrival.
- Review no-show reservations and process charges. Track group no-show reservations and distribute to Sales Department.
- Prepare morning/ weekly/monthly/annual forecasts.
- Additional responsibility (room sale for all the travel agency).

PERSONAL DETAILS :

Name : SarenNongbri
F/Name : (L) Domicnic Lyngdoh
M/Name : Mary Nongbri
Date of Birth : 08.12.1992
Sex : Male
Marital status : Single
Nationality : Indian
Religion : Christian

EDUCATIONAL QUALIFICATION:

- ❖ Passed 10th from “Mawlai Presbyterian School” Shillong
- ❖ Drop-out on 12th Standard from “B B S College”Shillong.

TECHNICAL QUALIFICATION:

- ❖ Completed 1 year Diploma Course from Jet wings Institute of Airhostess/Flight stewards Training and Management in Shillong
- ❖ Completed 4 months basic of Computer and 6 months Financial Accounting Tally ERP9

KNOWLEDGE SKILL OF SOFTWARE:

- ❖ Amadeus or APM, Opera & ID's and OnQ & RNI

LANGUAGES KNOWN: Khasi , English & Hindi.

INTERESTS: Travelling

PERSONAL STATEMENT:

With my positive attitude and determination towards works, given an opportunity, I can prove myself in your esteemed organization.

DECLARATION

I do hereby declare that the above-mentioned facts are true and correct to the best of my knowledge and belief.

Date :

Place :

(SAREN NONGBRI)