

VAIBHAV DHONDIYAL
Al Nahda-2 Dubai UAE
+971569807238
Vab.09dh@gmail.com

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

VAIBHAV DHONDIYAL

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OBJECTIVE

- Customer service-oriented, self motivated and caring receptionist with extensive experience in resolving conflicts with customers. Thorough and attentive & detail in all professional matters.

KEY QUALIFICATIONS

- 1. micros Training.
- 2. six months course in Ms- Office.

WORK EXPERIENCE

NESTO HYPERMARKET BURJ NAHAR MALL
CUSTOMER SERVICE INCHARGE

March 2020 present

- Provides a positive customer experience with fair, friendly, and courteous service. Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases. Resolves customer issues and answers questions. Bags purchases if needed.

SHERATION HOTEL - INDIA
RESERVATION AGENT

2019 January- 2020 February

- They allow access to other employees, answer phones, transfer calls, schedule appointments, answer questions, give directions and manage the flow of traffic in the office. It is the front desk receptionist who greets anyone who enters the building.

BAPCO COUNTRY CLUB -AWALI BAHRAIN
RESERVATION AGENT

2016 December - 2018 December

- Front office representatives help customers with complaints and questions, give customers information about products and services, take orders, and process returns. By helping customers understand the product and answering questions about their reservations, they are sometimes

seen as having a role in sales.

HOTEL HYATT- RAIPUR INDIA
RESERVATION AGENT

2015 December - 2016 December

- Front office representatives help customers with complaints and questions, give customers information about products and services, take orders, and process returns. By helping customers understand the product and answering questions about their reservations, they are sometimes seen as having a role in sales.

HOTEL & RESORT CROWN PLAZA- ROHINI INDIA
FRONT OFFICE

2014 November- 2015 December

- They allow access to other employees, answer phones, transfer calls, schedule appointments, answer questions, give directions and manage the flow of traffic in the office. It is the front desk receptionist who greets anyone who enters the building.

EDUCATION

INTERMEDIATE
NATIONAL INSTITUTE OF TECHNOLOGY

- Intermediate pass with a 5.8CGPA

HIGH SCHOOL
JANKI CHILDREN ACADEMY

- High School pass with a 6.2 CGPA

HEMVATI NANDAN BAHUGUNA UNIVERSITY

- BACHELOR OF BUSSINESS ADMINISTRATION pass with 2nd division.

ACHIEVEMENTS

- Achieve Employee Of The Month For Two Consecutive Months Following Superior Customer Service Performance & Customer Feedback.
- Achieve Employee of the Most Number Of RESERVATION Month Award.
- Achieve Employee May Best Customer Service Award.

PERSONAL DETAILS

- Date Of Birth : 09-09-1996
- Country Of Residence : INDIA
- Passport No : p2051252
- Mother Name : Kanti Devi Dhondiyal
- Father Name : Ved Prakash Dhondiyal
- Email : Vab.09dh@gmail.com
- Marital Status : Unmarried

DECLARATION

- I Hereby declare that the above furnished information is correct to best of my knowledge. Further i do not suffer From any disease which renders me unfit to handle.
- Date :
- Place:
- (Vaibhav Dhondiyal)