

# SACHIN NAUTIYAL

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📞 9761577363 Pachimiwala vikasnagar  
dist. Dehradun, Uttrakhand



## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

17.04.2018 - Till date	<b>Hotel Natraj Rishikesh</b> Asst. Front office Manager To maintain staff Grooming, training n duty, Coordination with all dept. Handling Guest complaint, lookafter bookings,OTA, Mails, Cashflow, budget n targets, SOP and overall front office work. Manage bell Desk.
15.02.2017 - 15.04.2018	<b>Green by One Hotels Rishikesh</b> Asst Front Office Manager Handel overall Front Office Work and Team. Handle all bookings, mail and enquiry. Handle Guest Complaint. Handle OTA
25.02.2016 - 15.12.2016	<b>Club Mahindra Kanatal Tehri</b> Front Office Executive Guest checkin checkout Billing Reports prepration Ragistration Telephone Handling
01\03\2014 - 30\01\2016	<b>One Hotels Rishikesh</b> Asst. Front office Manager Complaint handling look email n business forcast budget n all reports review.
17.11.2010 - 17.3.2014	<b>Godwin Hotel Haridwar</b> Front Office Executive Guest handling checkin checkout ragistration BTC Maintain
01\03\2010 - 01\09\2010	<b>Hotel Shreejee Inn Haridwar</b> Front office Executive Handling and look all hotel activity due to a small unit 22 rooms.

17\09\2007

-

1\03\2010

**Hotel Inderlok Dehradun**

Front Office Assistant

Check in checkout billing etc

## EDUCATION

2007

**H.N.B Garhwal University Uttrakhand**

Bechlор of Hotel Management and Tourism

63%

2004

**S.V.M Intercollage Babugarh VikasNagar Dehradun U.K**

Intermediate

45%

2002

**S.V.M Intercollage VikasNagar Dehradun U.K**

High School

43%

## SKILLS

- Salesmanship
- Team Building
- Hotel Software I.D.S Software, SAP,

## LANGUAGE

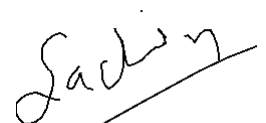
- Read - Hindi, English Write- Hindi, English Speak- Hindi, English

## INTERESTS

- Listining to Music
- Playing Cricket
- Yoga n fitness

## REFERENCE

- **Pawan Saini - "Hotel Natraj"**  
GM Sales  
Gm@natrajhotelrishikesh.com  
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