

## PRERNATAMANG



## CONTACT

@ phurbapak@gmail.com

☎ 0564392362

📍 Abudhabi,UAE

## PERSONAL DETAILS

Date of Birth : 07/06/1997

Marital Status : Single

Nationality : Indian

Passport No. : R6942697

## SKILLS

Capable of operating IDS  
,PMS,POS,ORACLE,Microsoft  
Outlook and other Computer  
applications such as  
MSWord,Excel,PowerPoint,MDTP

## LANGUAGES

English Hindi Nepali

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. Great capacity for communication, strong sense of insatiable curiosity, always keen for acquiring new Knowledge.

## EXPERIENCE

### Purple honey group

23.12.2020 - 04.04.2022

Receptionist

Projecting the correct image with personal appearance and proper uniform as per standards.

Handling emails of guest and travel agents queries.

Anticipate customer needs and responding in courteous manner.

Plan out the seating chart and organize the reservations.

Maintain strong planning and organisational skills to run streamlined operation

### Mohammed Hilal Group

09.10.2018 - 23.03.2020

Receptionist/ Cashier

Greet, communicate with and welcoming guest and escorting the guest to the assigned tables.

Making prior reservation through emails and telephone.

Receives and pays cash money and equivalent liquid papers on behalf of the company

Prepares daily collection reports from Cashier system and forward to Sales Accounts.

Projects currency requirements and reorder as necessary.

Disburse Cash Salary, Commission and petty cash payments to staff

**Ramada Hotel (Wyndham group of hotels)**

25.05.2017 - 30.08.2018

Receptionist

Answer all the customer's questions and addressing their complaints.

Handling emails of guest and travel agents queries.

Thoroughly understand and adheres to proper credit,check-cashing and cash handling policies and procedures

Performing cashier related functions like posting charges to guest accounts,raising payouts,currency exchange

Register guests and assigns rooms.accommodates special request whenever possible

Assists in preregistration and blocking of rooms for reservations.

**EDUCATION**

**St Joseph college**

Bachelor degree

**Vidya Vikas Academy**

High school