



Amaan Sagir

Front Office Associate

Profile

I am an enthusiastic Hotelier, Patient and Hardworking person. My biggest asset is my strong integrity and my motivation to learn. I make it my responsibility to complete the task at hand with utmost care and dedication. I aspire to prove as a valuable asset to the company I work with. It is my passion to interact with guest and enhance their stay, enchanting with distinctive and meaningful experiences.

Employment History

Cashier

EMECP Private Limited, Kolkata

January 2018 - June 2020

2.5 years of working experience as a Cashier of the Company. The Owners had entrusted me with the Cash and cheque transaction of all day to day expenses, vendors and staff payments.

Industrial Trainee

Della Adventure & Resort, Lonavala

November 2021 - April 2022

Departments: Front Office

Task Performed:

- In Front Office department, I attend guest calls from outside as well as in house, make reservations, escort guests to the room while giving details about the property, make keycards, print in house for house keeping.

Swiggy Order Management Team

Swiggy, Kolkata

September 2022 - January 2023

I was doing a part-time job in Swiggy Order management team for the past 4 months where my job is to look after every issue which has been raised by the delivery executive of Swiggy, I have to handle many difficult customer and even delivery executive.

Front Office Ambassador (Raffles Butler)

Raffles, Udaipur

July 2023 - January 2024

- 7 months of working experience as a Front Office Ambassador, where my role was to meet and greet the guests, show them the rooms even working as a sales associate when I explain the details about the room. Updating Profile of the Guest and also working as a cashier due to my past experience.

Contact

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Address

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Skills

- Microsoft Office Word
- Self-motivation
- Critical thinking and problem solving •
- Microsoft PowerPoint
- Leadership skills
- Ability to multitask
- Effective time management •
- Fast learner
- Data Entry skills
- Communication
- Microsoft Excel
- Ability to work in team •
- Customer Service
- Knowledge of Opera

Language

English

Hindi

Urdu

Education

Bachelor in Hospitality Administration

International Institute of Hotel Management, Kolkata

August 2020 - April 2023

Graduated with high honor having CGPA of 8.1 average for all the course combined. Took part in many activities and many events done by the institute.

I had participated in Food Fiesta in 2020 from food production department and participated in food festival in 2022 at Bengal Global Business Summit.

Higher Secondary

St. Thomas' Boy's School, Kolkata

April 2015 - April 2017