**Anoop Singh**

Flat No. 802, Royal Residence-1,

SportsCity, Dubai

Contact No- +971545510712

**Email:-** [anibb.386@gmail.com](mailto:anibb.386@gmail.com)

# Career Objective

I wish to work in an organization that will prove me an opportunity to utilize my knowledge best of the fullest and at the same time aid me in expanding it.

My experience has given me a chance to learn and I am capable to cope to work people to different background and I want to utilize knowledge where my strength can be matched with the requirement to the organization.

# Working Experience :-

* **3 Years of experience in Raj Aangan Resort (The Ralawata Haveli) as Front Office Executive from Oct.2021 to Oct.2024.**

**Working Profile :-**

* Maintain Registration cards of daily arrivals, Greet guests, Feel comfortable to the Clients, Prepare Revenue reports for the next day.
* Address customers, complaints or concern.
* Provide good customer service.
* Negotiate with clients for use of facilities.
* **3 Years of experience in The Laxmi Palace heritage hotel as Front office Supervisor Jaipur from Nov.2018 to Sep. 2021.**

**Working Profile :-**

* Ensuring the smooth operation and coordination of all departments
* Acting as the main point of contact for customers and staff, particularly during shifts
* Dealing with customer complaints, queries, and requests for information.
* Ensuring all health and safety regulations are adhered to by all staff and visitors.
* Communicating effectively with staff and upper management.
* Ensuring that all facilities are kept clean and well maintained.
* **1 Years of experience in Experts Mind IT Educational Pvt. Ltd.in Front Office from December 2017 to Oct. 2018.**

**Working Profile :-**

* We help students to overcome these situations and provide them high quality academic writing assistance and university assignment help services at low cost.
* We provide complete assignment assistance along with properly written solutions documents which meets all the criteria and guidelines of your homework/assignment requirements.
* Setting Direction and Vision.
* Decision-Making.
* Strategic Planning.
* Building and Managing Teams.
* Motivating and Inspiring.
* **3 Years of experience in The “ANANTA HOTEL” Udaipur in Front Office from June 2014 to October 2017.**

**Working Profile :-**

* Coordinating the Guest Experience.
* Ensuring Guest Satisfaction.
* Creates a positive first impression.
* Makes guests feel valued and appreciated.
* Resolves issues promptly, preventing guest dissatisfaction.
* Maintains guest trust and loyalty through effective problem- solving.

# Vocational Training - The “Lalit” Hotel Delhi.

* **Industrial Training - Country Inn & Suites by Carlson Jaipur.**

# Other Proficiency-

* + CCC from DOEACC S0CIETY
  + Participated in the trek/Adventure program organized by AVADH.
  + Completed Summer Project on “Market research and analysis Regarding De-mat account operated by CPR.

# Skills -

* Office Administration, Executive, international, Team, Dubai, Senior, Leadership, Dynamic, Office, Operations, Correspondence, Document management, Filing, Internal, equipment, Data Analysis, MS office word, Excel, Verbal & Written Communication, Building Relationship, Empathy, Influencing, Serving Customer, Team Working, Conceptual Thinking.

# Academic Qualification:-

* Post-Graduation in Accommodation Operation Management from IHM Pusa Delhi 2013.
* B.B.A. from Govt. Engineering College Bikaner 2012.
* Higher Secondary (12th) from Bihar Board in 2008.
* High School (10th) from CBSE BOARD in 2006.

# Personal Information :-

Father’s Name : Late Sh. Shambu Singh Bhadouria

Date of Birth : 6 Oct. 1990

Language Known : English & Hindi

Permanent Address : Bhadouria House, A/74, Behind Karni

Palace Hotel,Karni nagar Bikaner Current Address : Plot No. 98, Umrao Vihar, Gokulpura

Jhotwara. Jaipur (Raj.)

Contact no. : +971545510712

Marital Status : Married

# Anoop Singh.