

**MAHESH M NAIR**

Al Qubaisi Building No. 8  
Room No. 104, Hamdan Area  
Abu Dhabi

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Mob: - 971506102854, 971554298211

To work in a challenging position where I can utilize my analytical skill, leadership skill, language skill to maximum

**EDUCATIONAL BACKGROUND**

- B.Com Course completed (University of Kerala)
- Diploma in Hotel Management from KITTS
- Plus Two (Science) Board of Higher Secondary

**TECHNICAL QUALIFICATIONS**

Certified Course in Front Office Management in KITTS Alleppey

**Specialization:-** Hotel Administration, Reservation & Front office Management

**Skill Set:**

Good Communicator, own good interpersonal skills, dexterous negotiator, patient listener, technically sound convincer, effective motivation and ever say die-attitude

**Key Areas:**

Customer Relations Management, undergone training in Accounts and was relieved the accountant while he was in vacation.

**Computer Proficiencies:**

MS Office: Word, Excel, PowerPoint, Outlook, Hot soft, Tally, Hotelier, Prologic First, Web Prolific

**Personality Traits:**

Confident, Sincere, Hardworking, Spiritual and co-operative...

**PERSONAL DETAILS**

**Languages Known:** English, Malayalam, Hindi and Arabic (Speaking only)

**Date of Birth-** 26-03-1984

**PASSPORT DETAILS**

Passport No: N2455826

Date of Issue: 01/09/2015

Date of Expiry: 31/08/2025

Place of Issue: COCHIN

**WORK EXPERIENCE****UAE EXPERIENCE: - 14 Years & 1 Month**

- 1) Name of Organization: - **Asfar Resorts, Al Ain**

Job Description: - Front Office Management

Designation: - Assistant Front Office Manager

Functional Area: - Front Office

Industry: - Hospitality

Worked as Assistant Front Office Manager from 15- Sep-2012 to 19- Jan-2024. Duties include attending calls, reporting to the OM, shift handlings, Guest complaints rectifying Customer Relations.

- 2) Name of Organization: - **Murjan Asfar Hotel Apartment, Abudhabi**

Job Description: - Front Office Management

Designation: - Front Office Assistant

Functional Area: - Front Office

Industry: - Hospitality

Worked as Front Office Assistant from 12-Aug-2009 to 15- Sep-2012. Duties include attending calls, reporting to the FOM, Night Duties, and Guest Relations, Foreign Currency Handlings etc.

**INDIA EXPERIENCE: - 2 Years & 1 Month**

- 1) Name of Organization: - **Punnamada Back Water Resorts Alleppey, Kerala**

Job Description: - Front Office Management

Designation: - Senior Front Office Assistant

Functional Area: - Front Office

Industry: - Hospitality

Worked as Senior Front Office Assistant from 10-Nov-2008 to 07-08-2009. Duties include attending calls, reporting to the FOM, Night Duties, and Guest Relations etc.

- 2) Name of Organization: - **Arcadia Regency, Alleppey, Kerala**

Job Description: - Front Office Management

Designation: - Front Office Executive

Functional Area: - Front Office

Industry: - Hospitality

### **REFERENCE**

Mr. Rajesh Sukumaran Asfar Resorts  
Member of Bin Moosa Group UAE.  
Mob.052-9023085 Ph: +97137028000

Mr. Saj Philip  
Loulou Asfar Hotel Apartment Member of Bin  
Moosa Group UAE.  
Ph: +97128153000

Worked as Front Office Executive from 29-April-2008 to 30-Oct-2008. Duties includes attending calls, reporting to the OM. Achieved experience in guest relations, Reservations, Prepare duty charts, Night Auditing etc.

3) Name of Organization: - **Pagoda Resorts, Alleppey, Kerala**

Job Description: - Front Office Management

Designation: - Front Office Assistant

Functional Area: - Front Office

Industry: - Hospitality

Worked as Front Office Assistant from 24-June-2007 to 25-April-2008. Duties include attending calls, Achieved experience in guest relations, etc.

### **DECLARATION**

I consider myself familiar with office work and with work connected with business administration. I am also confident of my ability to work in a team of an ever-growing empire in all the aspects of customer care and take upon any opportunity as a challenge to prove my administrative skills. I hereby declare that the information furnished above is true to the best of my knowledge.

Yours Sincerely  
Mahesh.M.Nair

Place: Abudhabi  
Date: 10/07/2024