



JATINDER SINGH

FRONT OFFICE MANAGER

CAREER OBJECTIVE

To use my existing multi tasking Hospitality skills to contribute to an organization that is passionate about Best & Meaningful Guest Experience in fast paced Hospitality Environment

CORE SKILLS

- Best & Meaningful Guest Experience
- Guest Situation Handling
- Guest Relations
- Front Office Management
- Revenue Management Handling
- OTA Handling
- Travel Agent Handling & Contracting
- Channel Manager Handling
- FO Staff Personnel Training & Shift Scheduling
- Courteous & Professional Guest Service

CONTACT INFORMATION

Mobile: +91- 9876088488
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Haryana, India- 136038
Email: jatindersandhu88@gmail.com

KEY STRENGTHS

- Sense of Maturity & Responsibility
- Smart, Efficient & Good Communication Skills
- Believes in Achieve Higher goals in life
- Always Punctual & Sincere towards work

MY WORK HISTORY

FRONT OFFICE MANAGER

Clarks Inn Suites, Kurukshetra | Dec 2019 - Present

- Managing Front Office Operations for 4 Star Property- 42 Keys
- Leading, Training & Shift Scheduling for Front Office Team
- Ensuring to provide Professional & Friendly services to guests
- Dealing with Guests to ensure Guest Satisfaction
- Acting as Sales Manager
- Acting as Liaison between GM & Staff

ASSISTANT MANAGER- FRONT OFFICE

Villa Shanti & La Villa Hotels, Pondicherry | Oct 2018 - Nov 2019

- Managed Front Office Operations for 2 Heritage Properties
 - Leading, Training & Shift Scheduling for Team
- Situated in French Boulevard (White Town) of Pondicherry**

FRONT OFFICE EXECUTIVE

Woods at Sasan, Gujarat | Dec 2017- Sept 2018

- Handled FO Operations for 5 Star Luxury Resort - 38 Keys
- Leading & Shift Scheduling for team
- Got Appreciation Certificate for handling HR & Admin Dept. Operations during the absence of HR Manager

IT SUPERVISOR

Radisson Blu Hotel, Amritsar | Dec 2014- Dec 2017

- Handled IT Operations for 5 Star Business Hotel- 183 Keys
- Handled IT Infrastructure & Networking
- Worked on Opera PMS & Micros POS

PERSONAL INFORMATION

Date of Birth : Jan, 12 - 1985
Civil Status : Married

Permanent Address:
VPO: Mirankot Kalan,
Amritsar, Punjab
India- 143001

LANGUAGE SKILLS

English : Read, Write & Speak
Hindi : Read, Write & Speak
Punjabi : Read, Write & Speak

CYBER EXECUTIVE

Radisson Blu Hotel, Amritsar | Nov 2012- July 2013
- Worked for Guest WiFi Operations in 5 Star Business Hotel

CENTER MANAGER

Sandhu Computers, Amritsar | June 2008 - Oct. 2012
- Managed Computer Center & Cafe

MY EDUCATION HISTORY

PUNJAB TECHNICAL UNIVERSITY

Diploma in Computer Engineering, April 2006

PUNJAB SCHOOL EDUCATION BOARD

10 + 2 Standard, April 2007

PUNJAB SCHOOL EDUCATION BOARD

10th Standard, April 2003

PROFESSIONAL TRAINING

GUSTIMMO WORLD PTE LTD., SINGAPORE

Management Training Program | Aug. 2013 - Nov. 2013