

# CURRICULUM VITAE



**AADHAR BHATTRAI**

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## CAREER OBJECTIVE:

*Adaptable Front Desk Receptionist with experience in a variety of industries and a History of success in providing exceptional customer service. Experience in managing All facets of Front office administration, including handling multiline phone systems, Managing schedules, and maintaining reception and waiting areas. Hands on skills in Using applications such as MS Office and Hospitality Property Management Software To facilitate daily office operations.*

### Worked Experience

Amwaj Catering Services & Hospitality, State of Qatar.

*Joined Amwaj as a Receptionist from 21<sup>st</sup> April 2019 and working in Qatar Petroleum dukhan clubs as a club supervisor .*

Hotel Ganga Kinare, Rishikesh, India – A Unit Of Himalayan Hotels Pvt. Ltd.

*Worked as an Assistant Manager - Front Office from 01<sup>st</sup> Feb 2017 To 29<sup>th</sup> Jan 2019.*

Hotel Le Roi, Haridwar, India – A Unit Of Arit Hotels Pvt. Ltd.

*Worked as a Senior Front Office Executive from 01<sup>st</sup> July 2016 To 30<sup>th</sup> Jan 2017.*

Hotel Ganga Kinare, Rishikesh, India – A Unit Of Himalayan Hotels Pvt. Ltd.

*Worked as a Front Office Executive from 01<sup>st</sup> Jan 2015 To 24<sup>th</sup> June 2016.*

Hotel Ganga Kinare, Rishikesh, India – A Unit Of Himalayan Hotels Pvt. Ltd.

*Worked as a Senior Front Office Assistant from 05<sup>th</sup> Aug 2012 to 30<sup>th</sup> Nov 2013.*

Hotel The Amaris, Rishikesh, India – A Unit Of Raja Transport Pvt. Ltd.

*Worked as a Front Office Associate from 18<sup>th</sup> Feb 2010 to 28<sup>th</sup> June 2011.*



### **Academic Credentials**

- *10<sup>th</sup> Passed from SGRR Public School, Dehradun, India, CBSE Board at 2005.*
- *10+2 Passed from SGRR Public School, Dehradun, India, CBSE Board at 2007.*
- *Bachelor of Commerce from HNB Garhwal University, Rishikesh, India at 2010.*
- *Master of Commerce from HNB Garhwal University, Rishikesh, India at 2012.*

### **Professional Qualification**

- *Diploma in Hotel Management from Hope Institute of Hospitality Management, New Delhi, India at December 2013-2014.*
- *Completed Advance Diploma in Software Engineering course from Aptech Computer Education (Project Shikhar Govt., Rishikesh, India) from 2007-2010.*
- *Completed 180 Hours Yoga training course from Vedniketan Ashram, Rishikesh, India & Received "CERTIFICATE IN YOG" from NIOS in the year 2009.*

### **Interpersonal Skills**

- *Exceptional communication and networking skills.*
- *Successful working in a team environment as well as independently.*
- *A good team player with leadership quality.*
- *The ability to work under pressure and multi-task.*
- *The ability to follow instructions and deliver quality results.*

### **Extracurricular Activities**

- *Microsoft Office*
- *IDS Software (V.4.1.27)*
- *CSAT*
- *Hotelogix*
- *Lucid Promis*
- *Djubo*
- *Basic knowledge of Tally 9*
- *Basic knowledge of Opera*

### **Achievements & Certificates**

- *Certificate of Achievement Awarded for attending Floor Marshal awareness training on September 24, 2019 at Qatar Petroleum – Dukhan, Qatar.*
- *Certificate for participated in the "SARGOTSAV" held at Alappuzha, Kerala, India from 22 to 26 May 2004.*



### **Job Responsibilities**

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Accommodate guest requests.
- Attends the reception desk and controls entry to the club, make sure that only those approved members are allowed to access the club and register at the reception without fail.
- Maintain updated record of members and its dependents.
- Maintain bookings for guest massage.
- Responsible for answering all the incoming calls and transferring calls with polite and professional way.
- Report any maintenance issues to the Sr. Steward.
- Keeps a safe and clean reception area by complying with procedures, rules and regulations.
- Maintain cleanliness of the premises by checking from time to time.
- Maintain security and telecommunications system.
- Make simple Notices and ads for classes posted in the club.
- Receive fees for services the club has offered, maintain updated record of daily collection and update all information required by Club Administration.
- Perform other duties assigned by the management from time to time.

### **Personal Details**

<b>Name</b>	<b>Aadhar Bhattra</b>
<b>Date of birth</b>	<b>20th May 1990</b>
<b>Sex</b>	<b>Male</b>
<b>Marital Status</b>	<b>Married</b>
<b>Nationality</b>	<b>Indian</b>
<b>Permanent address</b>	<b>15 Subhash Nagar Bankhandi, Rishikesh, Dehradun, Uttarakhand, India</b>
<b>Passport Number</b>	<b>J2518587</b>
<b>Favourite Pursuits</b>	<b>Travelling / Listening Music / Internet Surfing</b>
<b>Expected Salary</b>	

### **Declaration**

*I hereby declare that the above furnished details are true and correct to the best of my knowledge.*

**Place:**

**Date:**

**Aadhar Bhattra**

