

Curriculum Vitae

Manoj Ubale

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OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, database and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the Information technology sector

WORK SUMMARY		
Dec 2020- Jun 2021	The Leela Palace Jaipur (Pre-Opening)	Information Technology Executive
Sep 2019 – Nov 2020	W Goa	Information Technology Executive
Aug 2018 -Sep 2019	Courtyard Marriott Bhopal	Information Technology Specialist

Hospitality Application Experience

- Reservations, Check-in, check-out, Sales & Catering - PMS Opera V.5.x, OXI, Sabre Synxis
- Food & Beverages - Micros 9700 / Symphony 2.9 /18.2 / WS2015 / WS650, Shawman Gold, Shawman Web SnC
- VERITAS Backup
- Door lock System - Ving card / Visionline/Onity
- Finance Accounting - Sun 4.3 / 6.3.2 / PeopleSoft /Orion

- Call Accounting System - NEC 8300 / 9300 PBX & FCS Voicemail / Telesoft System.
- Material Inventory Management system - BSS / WINHMS/Orion
- Samsotech Passport/ID Scanner
- Contactless check-in - Ecobillz
- Guest WIFI System - Danmagi / DoCoMo InterTouch / Reivernet

CORE WORK ACTIVITIES

Ensuring Client Technology Needs are met

- Uses computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Manages electronic data processing activities including storage, integration, security, and retrieval.
- Analyzes information, identifies current and potential problems and proposes solutions.
- Maintains, inspects and repairs equipment.
- Inspects and ensures the maintenance of the equipment or the environment.
- Ensures that computer and network operations are monitored at the property, backup/recovery functions are performed on scheduled basis and administration functions for hardware, operating and application systems are maintained and completed on consistent basis.
- Manages IR activities to ensure the property infrastructure and applications systems are functional at all times.
- Ensures solutions are consistent with the client's needs and brand specific IR environment.
- Administers and maintains mail and email.
- Maintains inventories and manages IT hardware/software.
- Provides Internet support and maintenance.
- Provides cable management support.
- Generates systems communications for property users to introduce new applications, provide user tips, alert users of system problems and inform staff of progress or status.
- Consults on specific application issues or hardware/software problems.
- Provides feedback to Lodging IR on application functional performance and system performance.

Managing Projects and Policies

- Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Monitors processes and evaluates information according to SOP and LSOP requirements.
- Enforces IR policies and standards protecting company hardware, software and other resources at the property.
- Directs maintenance of equipment and installed software applications inventory for property ensuring compliance with licensing regulations.

Maintaining Information Systems and Technology Goals

- Develops specific goals and plans to prioritize, organize, and accomplish your work.
- Performs an assessment of needs, ensuring compliance with brand specific standards, budget and capital requirements.
- Determines priorities, schedules, plans and necessary resources to ensure completion of any electronic data processing projects on schedule and according to specification.
- Ensures problems are correctly reported, routed, tracked and solved, with the system user being informed of situation at all times.
- Ensures proper asset management.
- Performs on-site monitoring of all projects.
- Ensures that regular on-going communication is happening in all areas of responsibility to create awareness of business objectives and communicates expectations, recognizes performance and produces desired business results.

Demonstrating and Applying Information Resources Knowledge

- Keeps up-to-date technically and applies new knowledge to your job.
- Demonstrates knowledge of job-relevant issues, products, systems, and processes.
- Provides technical expertise and support.

Additional Responsibilities

- Provides information to supervisors and co-workers by telephone, in written form, e-mail, or in person.
- Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner.
- Analyzes information and evaluates results to choose the best solution and solve problems.
- Coordinates property efforts, prioritizes needs and communicates those needs to IR Shared Services and other systems staff.
- Manages vendors for property IT requirements functioning as escalation point for problem resolution.

Qualification

- Degree: Bachelor of Engineering (First Class with Distinction)
- Specialization: Computer Engineering
- University: University of Pune

Personal Information

- Interest : Playing Cricket
- D.O. B : 12th Oct 1993
- Languages : English, Hindi and Marathi
- Permanent Address : Nashik, Maharashtra

I hereby certify that all the information provided here is correct to the best of my knowledge.

Signature

(Manoj Ubale)

