



GURDEEP SINGH DIGNOT

CAREER OBJECTIVE

To achieve a position that utilizes my abilities and hardworking nature contributing the best in me to the organization and industry as a whole.

PERSONAL SKILLS

Possess comprehensive problem solving abilities, willingness to learn ,and team spirit
Ability to work well under pressure with inexhaustible for work.

SUMMARY

- Good convincing power and make them work by motivation.
- Ability to work in a team and independent.

EDUCATIONAL QUALIFICATIONS

- Higher School Certificate From Gujarat Higher Secondary Education Board in 2013 with 49.28%.
- Secondary School Certificate From Gujarat Secondary School Education Board in 2011 with 48.42%.



PROFESSIONAL QUALIFICATION

- I have done My Hotel Management Diploma Course From ITI Chandkheda Ahmadabad in 2013-2014.

AREA OF INTEREST

- Front Office (Reception)

PROFESSIONAL EXPERIENCE



Employer: Taj Ummed Ahmedabad
Job Title: Trainee
Address: Ahmedabad/India
Duration: January 2014 to April 2014

Responsibility: Liaising with clients carrying out, admin work for manager take Care that all stationary is up to date. Take care that customer at hotel get The best service respond to any telephone queries invoicing checking in and an out.



Employer: The Metropole Hotel
Job Title: F.O.A (Front Office Assistant)
Address: Ahmedabad/India
Duration: May 2014 to January 2015

- Used suggestive selling techniques to sell rooms & promote other services of the hotel.
- Created & maintained reservation records.
- Co-ordinated room status updates with the house keeping department by notifying housekeeping of All check outs ,late check outs ,early check outs ,etc.
- Assisted in pre-registration & blocking of rooms for reservations.
- Handled cash–Passing allowances ,giving discounts ,splitting bills & folios ,splitting charges,
- Exchanging foreign currency etc.
- Performed night auditing process such as checking tariffs ,generating various reports like night
- Flash report ,night operations reports, settlements reports ,occupancy analysis ,discrepancy reported.
- Reported to Duty Manager.



Employer: Tune Hotels
Job Title: F.O.E (Front Office Executive)
Address: Ahmedabad /India
Duration: February 2015 to March 2016

- Took care of the Lobby activities.
- Briefed Front Office Assistants of daily arrivals & departures–their billing ,about guest status (VIP, regular, long stay, single lady executive ,etc.),special guest requirements.
- Handled Coaches / Group & their specific rates.
- Analyzed market competition.
- Well aware of selling status ,rates & benefits of all package plans.
- Preparing Monthly reports for Tourism & Foreign Exchange.
- Understood & made sure hotel's policy on guaranteed reservations & no-shows is met.
- Trained junior front office personnel.
- Reported to the Duty Manager.



Employer: Sterling Greenwoods Lake Resort
Job Title: S.E.F.O (Senior Executive Front Office)
Address: Ahmedabad/ India
Duration: April 2016 to Till Date.

- Briefed Front Office Assistants of daily arrivals & departures—their billing ,about guest status (VIP, Regular, long stay, single lady executive, etc.), special guest requirements.
- Performed night auditing process such as checking tariffs ,generating various reports like night Flash report ,night operations reports, settlements reports ,occupancy analysis ,discrepancy report, etc.
- Handled Coaches/Group & their specific rates.
- Assisted in pre-registration & blocking of rooms for reservations.
- Well aware of selling status, rates & benefits of all package plans.
- Trained junior front office personnel.
- Reported to the Duty Manager.

SOFTWARE SKILLS

- MS-Office , Internet , E-mail , Fidelio , IDS Software , Lucid Software , Solution Software , Axis Rooms

HOBBIES

- To discover new things, Travelling, doing adventure & to know new people and their food culture.

PERSONAL PROFILE

Name : Dignot Gurdeep Singh
Father's Name : Dignot Inderjeet Singh
Date Of Birth : 17 March 1994
Marital Status : Unmarried
Religion : Hindu (Sikh)
Nationality : Indian
Languages Known : Hindi, Gujarati, English & Punjabi.
Permanent Address :  B-17, Devbhumi Nagar, Near. Arpan School
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