

CURRICULAM VITAE

ROHIT DAS



PERSONAL DETAIL

- **PERMANENT ADDRESS** : LCR-446, CHHEND COLONY, ROURKELA, ODISHA- 769015,INDIA
- **EMAIL ID** : rdas77837@gmail.com
- **CONTACT NO.** : 8479979102,8240795516
- **Skype** : 8479979102
- **D.O.B** : 15th October, 1997
- **SEX** : Male
- **MARTIAL STATUS** : Unmarried
- **LANGUAGE KNOWN** : English, Hindi, Bengali, Odiya

CARRER OBJECTIVES

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

QUALIFICATION	School/College	YEAR
Bachelor in Hotel Management and Catering Technology	Indian Institution Of Hotel Management, Kolkata, India	2016-2019
Passed ISC	Desouza's School, Rourkela, India	2016
Passed ICSE	ST.Thomas School, Rourkela, India	2014

PROFESSIONAL EXPERIENCE



01/06/2022 till till date : **Front Office Supervisor**

ITC Royal Bengal A Luxury Collection & ITC Sonar Bangla A Luxury Collection

ITC Hotels Responsible Luxury
(693 Rooms, with fifteen restaurants & bar's)

- Register & Process guest and their assigned rooms.
- Supervising the Reception Team with day to day activity.
- Updating with ECO Bills
- Closing Open Folios before 31st of every month
- Making Roaster of the reception team as per occupancy forecast
- Personalizing guest experience with extra effort to there request.
- Updating Guest Request.
- Up selling guest rooms and promoting hotel services.
- Making C form.
- Handling in-house communication.
- Directs calls to guest rooms or Department.
- Handling Walk-in Guest with Offering Rates and making Reservation.
- Making Group Rooming List and allotting Rooms as per Preference.
- Performing Night Rate Check, Cashier Audit, Micros Audit & Opera Night Audit.
- Attending Coordination Meetings and maintaining Brand Standard.
- Handling Cashiering.
- Creating guest database.
- Multitasking & prioritizing
- Familiarity with Microsoft Office & Excel.

01/02/2022 till 23/06/2022 : Promoted as Team Leader Front Office
15/02/2021 till 31/01/2022 : Guest Service Associate Front Office
Novotel Dona Sylvia Resort, Goa (INDIA)



Accor Asia Pacific
(181 Rooms, with three restaurants, One Vegan Bar)

- Register & Process guest and their assigned rooms.
- Updating Guest Request.
- Up selling guest rooms and promoting hotel services.
- Making C form.
- Handling in-house communication.
- Directs calls to guest rooms or Department.
- Handling Walk-in Guest with Offering Rates and making Reservation.
- Making Group Rooming List and allotting Rooms as per Preference.
- Performing Night Rate Check, Cashier Audit, Micros Audit & Opera Night Audit.
- Attending Coordination Meetings and maintaining Brand Standard.
- Handling Cashiering.
- Creating guest database.
- Multitasking & prioritizing
- Familiarity with Microsoft Office & Excel.

16/01/2020- 30/05/2020: Front Associate (FO)

Swissotel, Kolkata (INDIA)



Accor Asia Pacific
(147 Rooms, with two restaurants and a lounge Bar)

- Register & Process guest and their assigned rooms.
- Updating Guest Request.
- Up selling guest rooms and promoting hotel services.
- Making C form.
- Handling in-house communication.
- Directs calls to guest rooms or Department.
- Log all wake-up call requests and perform wake-up calls.
- Handling Cash Payments.
- Creating guest database.
- Multitasking & prioritizing
- Familiarity with Microsoft Office & Excel

TRAINING



26/06/2017 – 20/11/2017

**INDUSTRIAL TRAINEE
Radisson Blu, Nagpur (INDIA)**

(214 rooms with 3 restaurants & 1 Bar), Completed training in 4 major departments Front-Office, House-Keeping, Food & Beverage Production & Food-Beverage Service.

STRENGTH

- Punctuality
- Hard Working
- Ability to learn new things

I declared that the above information is true to the best of any knowledge

