* *Greeted, registered, and assigned rooms to guests*
* *Operated the switchboard and PBX*
* *Answered telephonic and in-person queries related to hotel services and resolved any issues*
* *Processed guests' check ins and outs*
* *Prepared and completed room and restaurant bills*
* *Assisted guests' in storing valuables in secure deposit box*
* *Liaised with other departments of hotel*

2019

2018

-

2019

2018

-

2019

2018

-

2019

**HOTEL RECEPTIONIST**
*Himalaya Hotel
Street address, Washingtoon DC 65830, USA*

* *Greeted, registered, and assigned rooms to guests*
* *Operated the switchboard and PBX*
* *Answered telephonic and in-person queries related to hotel services and resolved any issues*
* *Processed guests' check ins and outs*
* *Prepared and completed room and restaurant bills*
* *Assisted guests' in storing valuables in secure deposit box*
* *Liaised with other departments of hotel*
* *Greeted, registered, and assigned rooms to guests*
* *Operated the switchboard and PBX*
* *Answered telephonic and in-person queries related to hotel services and resolved any issues*
* *Processed guests' check ins and outs*
* *Prepared and completed room and restaurant bills*
* *Assisted guests' in storing valuables in secure deposit box*
* *Liaised with other departments of hotel*

**HOTEL RECEPTIONIST**
*Himalaya Hotel
Street address, Washingtoon DC 65830, USA*

**HOTEL RECEPTIONIST**
*Himalaya Hotel
Street address, Washingtoon DC 65830, USA*

**WORK EXPERIENCE**

*Strong interpersonal, verbal communication, and customer service skills are the top abilities needed for hotel receptionists. They should be patient and display above-average organizational skills. The abilities to deal effectively with crises and work with a diverse population are essential for this position. The following skills are commonly sought after by employers:*

**PROFILE STATEMENT**

MICROSOFT OFFICE

SOFTWARE DEVELOPMENT

CREATIVE SUITE

VIDEO ANIMATION

WEB COODING KNOWLEDGE

**TECHNICAL SKILLS**

2020

GPA : 4.50

**YOUR MASTER’S DEGREE**

*University / Collega / Institute Name*

GPA : 4.50

**ENTER MASTER’S DEGREE**

*University / Collega / Institute Name*

GPA : 5.00

**ENTER MASTER’S DEGREE**

*University / Collega / Institute Name*

2018

**EDUCATION**

+123 (4567) 89102

robert@gmail.com

WASHINGTON DC -6458 | USA

**CONTACT**

HOTEL RECEPTIONIST

ROBERT ROHAN

2018

2019

2018

-

2019

2018

-

2019

2018

-

2019

Gaming

Traveling

Browsing

Newspaper

**HOBBIES**

GPA : 4.80

**ENTER YOUR AWARD NAME**

*University / Collega / Institute Name*

GPA : 5.00

**ENTER YOUR AWARD NAME**

*University / Collega / Institute Name*

**AWARDS**

• SETTING AND CLEARING THE TABLE

• MAKING A HOUSEHOLD BUDGET

• SPEAK IN FRONT OF LARGE GROUPS.

• WORKING KNOWLEDGE WORDPRESS.

• ABLE TO OPERATE UNDER PRESSURE

• SETTING AND CLEARING THE TABLE

**PRO SKILLS**

facebook.com / yourfullnamehere

twitter.com / yourusernamehere

linkedin.com / fullusernamehere

**SOCIAL MEDIA**

*Deskripsi . . . .*

**Refere Person Full Name**

Job Position | Company

*Phone : +123 4567 896,*

*Email : mail@example.com*

*Address : washington dc -6458 usa*

*Deskripsi . . . .*

**Refere Person Full Name**

Job Position | Company

*Phone : +123 4567 896,*

*Email : mail@example.com*

*Address : washington dc -6458 usa*

**REFERENCES**

**HOTEL RECEPTIONIST**
*Himalaya Hotel
Street address, Washingtoon DC 65830, USA*

* *Greeted, registered, and assigned rooms to guests*
* *Operated the switchboard and PBX*
* *Answered telephonic and in-person queries related to hotel services and resolved any issues*
* *Processed guests' check ins and outs*
* *Prepared and completed room and restaurant bills*
* *Assisted guests' in storing valuables in secure deposit box*
* *Liaised with other departments of hotel*
* *Greeted, registered, and assigned rooms to guests*
* *Operated the switchboard and PBX*
* *Answered telephonic and in-person queries related to hotel services and resolved any issues*
* *Processed guests' check ins and outs*
* *Prepared and completed room and restaurant bills*
* *Assisted guests' in storing valuables in secure deposit box*
* *Liaised with other departments of hotel*

**HOTEL RECEPTIONIST**
*Himalaya Hotel
Street address, Washingtoon DC 65830, USA*

**WORK EXPERIENCE (CONTINUED)**

**HOTEL RECEPTIONIST**
*Himalaya Hotel
Street address, Washingtoon DC 65830, USA*

* *Greeted, registered, and assigned rooms to guests*
* *Operated the switchboard and PBX*
* *Answered telephonic and in-person queries related to hotel services and resolved any issues*
* *Processed guests' check ins and outs*
* *Prepared and completed room and restaurant bills*
* *Assisted guests' in storing valuables in secure deposit box*
* *Liaised with other departments of hotel*