

Ameet John Tellis

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Available to join immediately: Visit visa(Valid until- 13/04/2025)

Objective:

Seeking a long-term position where I can utilize my work experience and if given the chance to work within the environment where I have no previous exposure, I am very flexible person and am open to new challenges.

Core Competencies

- Front Office Management
- Concierge
- Night Auditor
- Reservation Support
- Guest Relations
- Property Management System
- Housekeeping Supervision
- Sales Support
- F&B Cash Management
- Customer service

Employment Details

Company Name	Position	Period	Duration
Amara Grand Baga Goa, India	Front Office Executive	Feb 2024 - Dec 2024	10 months
Saray Msherieb Hotel, Qatar	Front Office Executive	Sept 2013 - Dec 2023	10 Yrs, 3 months
Al Ain Palace Hotel, Abu Dhabi ,U.A.E	Shift Leader	Feb 2011 - Aug 2013	2 Yrs, 6 months
Whispering Palms Beach Resort, Goa, India	Front Office associate	Feb 2007 - Nov 2010	3 Yrs, 10 months

Qualifications:

Higher secondary school certificate, Marikamba higher secondary college,2002, Karnataka, India.

Computer Knowledge:

Applications MS Word, MS Excel, MS Power Point, internet application

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Work Experience:

Amara Grand Baga Goa, India (Feb 15,2024 to Dec 15, 2024)

Front Office Executive

- Worked on EzzE Software system
- Supervises reservation and allocation of bedrooms with the Executive Housekeeper.
- Co-ordinates with the reception team, organizing with work & Schedules.
- Checking all Daily Arrivals and Departures.
- To Monitor the Quality of Welcome Extended to Guests.
- Verifies all accounts posting and balances.
- Tracks room revenue, occupancy percentages and other front office statistics.
- Prepares a summary of cash, check, and other credit card activities.

Saray Msherieb Hotel, Doha, Qatar (Sept 2013 to Dec 2023) Front

Office Supervisor/Night Auditor

- Worked on IDS (PMS) / Kwentra Hotel software system.
- Post Charges to the Guest accounts.
- Process guest charges vouchers and credit card vouchers.
- Post guest charge purchase transactions if not posted by the front office cashier
- Transfer charges and deposit to Master account.
- Verifies all accounts posting and balances.
- Tracks room revenue, occupancy percentages and other front office statistics.
- Prepares a summary of cash, check, and other credit card activities.
- Summarizes results of operations for management.
- Prepare of end of day procedure.
- Run end of day process in property management software (PMS)

Al Ain Palace Hotel , Abu Dhabi , U.A.E (Feb 2011 – Aug 2013)

Reservation In-Charge / Shift Leader

- Worked on Opera (PMS) Hotel software system
- Managing / Handling Guest check-in & Check-out
- Handling of Petty Cash voucher
- Communicate verbally and in writing to answer inquiries and provide information
- Prepare and manage correspondence, reports and documents.
- Keeping a record of key control sheet.
- Travel arrangements for guests.
- Taking care of CID data entry.

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Whispering Palms Beach Resort, Candolim, Goa, India (Feb 2007 to Nov 2010) Front Office associate

- Worked on IDS (PMS) Hotel Operating System
- Attending telephone queries
- Managing / Handling Guest check-in & Check-out
- Handling Foreign Exchange transaction
- Check statistical data of day's proceedings regarding room revenue and occupancy.
- Keeping a record of key control sheet
- Maintaining arrival and departure register
- Posting of room rates

Achievements:

- Employee of the month – December 2011

Extra-Curricular Activities:

- Table tennis, chess, pool table, cricket, volleyball.

Hobbies:

- Traveling, sports, meeting people and listening to music.

Personal Details:

Nationality	:	Indian
Date of Birth	:	21/03/1982
Place of Birth	:	Karnataka- India
Marital Status	:	Married
Passport No.	:	U0398083
Passport Expiry	:	28/12/2030
Religion	:	Roman Catholic
Language known	:	English, Konkani, Hindi, Arabic(Basic) etc.
Driving License	:	India & Qatar

I hereby declare that all the information given by me is true to the best of my knowledge.

Thanking you

Ameet Tellis

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