M.Vinay
Mobile: (+971) 566247599
Email: vinaymendu6@gmail.com

Career Objective:

To achieve a responsible position that gives me scope to apply my knowledge and skills and be an art of a team that dynamically works towards success and growth of the organization.

Educational qualification:

- B. Com (gen) 2011-2013 Osmania University.
- Intermediate 2008-10 NARAYANA Jr. College.
- S.S.C 2007-08 at Bhashyam high School.

Experience:

Al Majaz premiere hotel apartment Sharjah
Front office cashier   15/03/2022 – 17/05/2023

Duties and Responsibilities:

- Perform all check-in and check-out tasks.
- Manage online and phone reservations.
- Inform customers about payment methods and verify their credit card data.
- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms.
- Provide information about our hotel, available rooms, rates and amenities.
- Respond to clients' complaints in a timely and professional manner.
- Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully furnished to accommodate guests' needs.
- Operates front office posting software.
- Completes cashier pre-shift supply checklist.
- Completes guest check-in procedures.
- Clarifies customers question or concerns about the charges on their bills.
- Maintains adequate supplies of outlet stationery for cashiers.
- Assists with distribution of month end reports as directed by accounts or front office manager.
- Attends meetings as required.
- Maintains a track of all high balance guests.
- Check the billing instructions are correct for all expected departure guest setup required auto routing or auto transfer on the PMS / Guest folio.
- Post charges to guest accounts and handles paid outs.
- Completes guest check-out procedures.
- Assists Front desk staff on check in as an when required.

Sharjah Premiere Hotel & Resort, Sharjah
Night Auditor Cum Front Office Cashier   17/09/2018 – 30/09/2020
Duties and Responsibilities:
- Read Night Auditors Logbook for any instructions from the Income Auditor
- Do all check in and check out during the night shift.
- Verifies that room rate is correct and post those rates to guest accounts.
- Running daily credit card transactions through a settlement process
- Checks to see that charges are assigned to the appropriate departments.
- Posts all room and tax revenues and late charges.
- Recording revenue totals for cash, checks, and credit card transactions

Hotel Kosala, Vijayawada, India   **10/03/2014 – 31/08/2018**
Front Office - Receptionist
Job Responsibilities
- Operates front office posting software.
- Completes cashier pre-shift supply checklist.
- Completes guest check-in procedures.
- Clarifies customers question or concerns about the charges on their bills.
- Maintains adequate supplies of outlet stationery for cashiers.
- Assists with distribution of month end reports as directed by accounts or front office manager.
- Attends meetings as required.
- Maintains a track of all high balance guests.
- Check the billing instructions are correct for all expected departure guest sns setup required auto routing or auto transfer on the PMS / Guest folio.
- Post charges to guest accounts and handles paid outs.
- Completes guest check-out procedures.
- Balances department totals at the close of the shift and Balances cash at the close of the shift.
- Assists Front desk staff on check in as an when required.

Personal Traits:
Hard working
Self-motivated
Sincere
Honest

Personal Profile:

Name	: M. Vinay
Father's Name	: M. Raja Rao
Date of Birth	: 15-01-1992
Place of Birth	: Hyderabad, Telangana
Marital Status	: Single
Nationality	: Indian
Languages Known	: English, Hindi and Telugu
Passport Details	
Passport No	: P3387011
Date of Issue	: 01/08//2016
Expiry Date	: 31/07/2026
Place of Issue	: Hyderabad
Visa Status	: Visit Visa

Declaration:

      I hereby declare that the information provided above, are true to the best of my knowledge and belief.

Place: Dubai

Date:

                                                                (M. VINAY)