**SUMMARY**

I am an outgoing and friendly front desk manager with a keen eye for details and the ability to make any guest feel completely at ease. Responsible for scheduling hotel, restaurant and bar shifts; handling the scheduling software to check guests in and out; and ensuring that employees received recognition for their work.

I am skilled at handling problem guests and finding ways to increase the satisfaction of all customers.

**WORK EXPERIENCE**

**RELAAX HOTELS**

Hotel Management Executive 2010 – 2012

**Duties**

* Recruiting, training and supervising staff members.
* Managing budgets.
* Maintaining statistical and financial records.
* Planning maintenance work, events and room bookings**.**

**KINDLE HOTELS**

Hotel Management Executive 2012 – 2014

**Duties**

* Recruiting, training and supervising staff.
* Managing budgets.
* Maintaining statistical and financial records.
* Planning maintenance work, events and room bookings.
* Handling customer complaints and queries

**Gary**

**OLUSEGUN**

Hotel Management Executive

**SKILLS**

* Good communication skills
* Interpersonal skills
* Leadership skills
* Motivation skills

**EDUCATION**

**University of Lagos**

*Hotel Management 2004 – 2009*

*BSc. (Hons.)*

**St. Mary’s High School**

*Secondary School Certificate*

**CONTACT**

P: 08023456789

E: info@myjobmag.com

A: 3, Ikeja road, Lagos.