



Madhuri Maripelli

Receptionist

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🏠 10-Nov-1999

📍 1-74/1, Chinnametpally Korutla Mandal, Dist-
karimnagar Chinnametpally 505453 Telangana India

📍 Summary

I seek challenging opportunities where I can fully use my skills for the success of the organization.

📅 Experience

Novotel & Ibis OMR Chennai

**Aug 2024 - Present
(0 Years, 6 Months)**

Front desk Associate

*Welcoming guests: Greet visitors and customers in a warm and professional manner.

*Answering phone calls: Answer calls promptly and courteously, and direct them to the appropriate person or department.

*Handling inquiries: Respond to inquiries from guests, providing accurate information about services, facilities, hours of operation, and policies

Managing reservations and appointments: Schedule and confirm appointments or reservations, and maintain the booking system.

*Performing clerical tasks: Fax and photocopy documents, file documents, maintain records, and order office equipment.

*Ensuring the reception area is tidy: Keep the reception area and other shared areas organized and neat.

*Receiving deliveries: Receive deliveries, sort and distribute incoming mail, and restock supplies

Updating appointment calendars: Update appointment calendars.

Validating parking tickets: Validate parking tickets

Holiday inn Express and suites Omr, Bangalore **Nov 2023 - Aug 2024**
(0 Years,9 Months)

Front desk Associate

*Answers phone calls courteously.

*Guides guests and issues guest badges.

*Handles client complaints.

*Files documents.

*Maintains schedules.

*Plans business travel.

*Refills office supplies.

*Receives deliveries.

*Responds to customer inquiries

Oakwood Residence Kapil Hyderabad **Feb 2022 - Feb 2023**
(1 Years,0 Months)

Front desk Associate

*Maintain constant communication with guests in advance of weddings, corporate retreats and other in-house events to ensure we're prepared for them.

*Report any accidents or injuries to senior management staff immediately.

Radisson Hitech City, Hyderabad **Mar 2021 - Jun 2021**
(0 Years,3 Months)

OJT

Lalit Ashoka, Bangalore,Karnataka **Dec 2019 - Apr 2020**
(0 Years,4 Months)

Industrial Trainee

Education

**Blooms college of Hotel
Management and Catering &
Technology**

Jun 2017 - Nov 2020

BHMTTC

81%

Skills

Front office operations

Revenue management

Hospitality law and ethics

Budgeting and financial management

Languages

Telugu

Hindi

English
