



# MOHD NAVED ATEEQUE

## My Contact

### **Email ID:**

[navedateeqe@gmail.com](mailto:navedateeqe@gmail.com)

### **Address:**

110, Anar Gali Manohar Pura, Mathura  
Pin: 281001, Uttar Pradesh, India.

### **DOB:**

December 06, 2001

## Education Background

### **Lovely Professional University**

Bachelor of Science in Airlines, Tourism and Hospitality

15th Jun, 2020 - 21st Feb, 2025

## Skill

- Interpersonal communication
- Guest handling
- Time Management
- Multi-tasking
- Team leadership
- Team Management
- Customer Service excellence.

## Language

- English
- Hindi/Urdu
- Basic Russian

## Hobbies

- Explore Nature/Countries
- Playing Volleyball
- Learning new things specially about History

## Reference

- Naved Shah
- HR Manager (Radisson Vrindavan)
- [naved.shah@radisson.com](mailto:naved.shah@radisson.com)

## Objective

Seeking a position in the front office where I can utilize my organizational abilities and attention to detail to contribute to a welcoming and efficient guest experience

## Professional Experience

### **Radisson Hotel Vrindhavan** **Till date**

**1st Mar, 2025 -**

Uttar Pradesh

Guest service Associate (Front Office)

- Monitoring all complaints and requests and ensuring effective resolution of same.
- Managing guest check-ins and check-outs, ensuring accuracy and adherence to hotel policies.
- Managing all special requests and monitoring all guest special requests and providing wake up calls to all guests.
- Greeting all customers on phone pleasantly and transferring call to appropriate department as required according to company standards.
- Monitoring all cash transactions for front desk employees according to bank agreement policies.

### **Maritim resort and Spa** **June, 2024**

**08<sup>th</sup> Jan, 2024 - 23<sup>rd</sup>**

Mauritius

Industrial Training (Front Office)

- Greeting all guests and assisting them with check-in and check-out.
- Maintaining a positive attitude and friendly demeanor.
- Responding to all guest questions and requests.
- Answering and forwarding phone calls.
- Managing guest bookings and reservations.

### **Intercontinental Ras AL Khaimah Mina AL Arab Resort & Spa** **Jun, 2023**

**26th Sep, 2022 - 25th**

Ras Al Khaimah - United Arab Emirates

Food and Beverage Associate

- Welcoming guests, greeting guests when entering and leaving.
- Listening to guests' requirements and communicating with the concerned person.
- Taking table orders and ensuring guest satisfaction.
- Assisting server and kitchen staff.