

AMERIK SINGH

HOTEL MANAGER

Career summary

An experienced and dynamic Hotel Manager who is looking to take on more responsibility and a new challenge. Amerik has the ability to lead, multi-task and make sound decisions in a fast-paced hotel environment. He eats, sleeps and drinks hospitality, and works hard to ensure that all guests receive seamless experiences. As a superb leader and communicator he has a track record of creating an environment in which all his staff have the opportunity to reach their full potential. Right now he is looking for a suitable senior position with an exciting and ambitious hotel.

Work experience

Five Star Hotel

HOTEL MANAGER June 2008 – Present

Responsible for providing leadership in directing the entire operations of the hotel, also in charge of regularly reporting to the owners on the overall performance of the business.

Duties:

- Producing the hotels monthly financial reports, future capital expenditure predictions & its annual budget.
- Leading a team of over 80 staff.
- Welcoming guests in a friendly manner.
- Managing guest expectations and requirements.
- Oversee the recruitment, selection and training of staff.
- Solving and rectifying any guest complaints.
- Analysing business results and the hotels performance.
- Continuously negotiating all vendor/supplier contracts.
- Promoting the hotel via Social Media.
- Identifying major revenues and expense opportunities.
- Having high engagement with guests throughout their stay.

Quality Hotel

ASSISTANT HOTEL MANAGER July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA Corporate Hospitality

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Expenses control
- Housekeeping
- Menu planning
- Cocktails & wine
- Hotel security
- Employment law
- Budget planning
- Room management

HOTEL MANAGEMENT SKILLS

- Managing & organizing all hotel staff.
- Evaluating competition from other hotels.
- Proven track record in delivering financial results.
- Identifying and responding quickly to any business opportunities.
- Food and Beverage experience.
- Superb Excel and Microsoft Office skills.
- Writing up Standard Operating Procedures.
- Promoting the hotel at every opportunity.
- Upholding outstanding levels of administrative and operational standards.
- Translating business plans into action.
- Identifying and auctioning all sales leads.
- Organising and planning ahead.
- Accurately filling in administrative records and relevant paperwork.
- Perform daily checks around the hotel.
- Marketing and promoting the business.
- Recruiting, training and mentoring staff.
- Maintaining the correct handling of all soiled linen and ensuring that all bedrooms have the correct bedding and relevant number of towels.

PERSONAL SKILLS

- Self-Starter with a accurate and detail oriented work ethic.
- Ability to thrive within a fast-paced environment.
- Superb verbal and written communication skills.
- Pragmatic and having a 'can do' attitude.
- Remaining calm and polite at all times.
- Can work well under pressure.
- Strong sense of responsibility.

REFERENCES

Available on request.

CONTACT DETAILS

Amerik Singh

Dayjob Ltd, 120 Vyse Stree Birmingham B18 6NF

T: 0044 121 638 0026 - E: info@dayjob.com



Copyright information - Please read

© This Hotel Manager [resume template](#) is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com.