



# RAKESH KHADKA

HOSPITALITY

## PROFESSIONAL SUMMARY

A polite, well-spoken and hardworking with experience of work in a busy restaurant environment looking after the needs of patrons. Attentively at all times with a willing and helpful manner that is required to answer phone calls, taking reservations and prepare bills.

## CONTACT

PHONE:  
+971547362725

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Khadkarakesh0111@gmail.com

## HOBBIES

Playing Football  
Interacting with people  
Online Gaming  
Travelling  
Listening music

## LANGUAGES

English – Intermediate  
Nepali - Native  
Hindi - Intermediate

## EDUCATION

### CARIBBEAN HIGHER SECONDARY SCHOOL

2016 - 2018

Have a completed higher secondary from Caribbean college (**science from Biology**)

### NEST ACADEMY OF MANAGEMENT EDUCATION

2020 - Present

Currently studying Bachelor in Event Management from a reputed institute in Dubai

## WORK EXPERIENCE

### RECEPTIONIST (2018-2020)

Kathmandu lodge and resort

#### **Roles and responsibilities**

Serves visitors by greeting, welcoming, and directing them appropriately.

Notifies company personnel of visitor arrival.

Maintains security and telecommunications system.

Informs visitors by answering or referring inquiries.

Directs visitors by maintaining employee and department directories.

Maintains security by following procedures, monitoring logbook, and issuing visitor badges.

### AL Futtaim Customer service Dubai festival city Jun 2021 / In progress

To work as customer service to ensure customer satisfaction by achieving delivery of service quality norms through interaction with clients, prompt handling of guest requests, and complaint resolution.

## skills

