

DAFTAR RIWAYAT HIDUP



PROFILE

My Name is Ayunda Widiya Dewi A Hospitable , discipline and Happing a passion forproviding the highest standard of hospitality and Service . Being able to learn quickly new things and easy to socialize are added values that I could to be able have a brilliant career in your company .

WORK EXPERIENCE

Sep2021- Present **ASTON CILEGON BOUTIQUE HOTEL**
Front Office Supervisor
Ensure outstanding care at all times, Maintains a friendly. Update room availability in system, push and setup rate bar insystem. standard operating procedure Online and Offline Travel Agent. Handling Reservation OTA and Extranet(open&closeallotment),ForcastingMonthlyRevenue

Jun2021 – **Neo Puri Hotel**
As Front Office Supervisor
Prepare Guest list rooms and make the reservation from guest request, Check available room on system, Handling check in and check out, Enrollment the guest, Treat the guest with warm and welcome.

Jan 2020 - Jun 2021 **Fave Bandara Hotel Tangerang**
As Front Office Supervisor
Prepare guest list and make the reservation from guest request , Monitor email , Check available room on system, Handling check in and check out Handling and Prepare Arrival, Treat the guest with warm and welcome, Handling reservation and Extranet. Supervise daily shift process ensuring allteam. Reporting monthly report to Hotel Manager

March 2017- December 2020 **Nunia Inn Bandara Tangerang**
As Front Office Supervisor
Prepare guest list and make the reservation from guest request, Monitor email , Handling and Prepare Arrival Group Guest , Treat the guest with warm and welcome. Supervise daily shift process ensuring all team.

BIODATA

Tempat, Tanggal Lahir
Jakarta, 02 March 1997

Religion
Moslem

Marital Status
Single

Height / Weight
162cm / 60 kg

Phone
087809234538

Email
ayundawd@gmail.com

Address
The River Tangerang

SKILL

Opera System

VHP System

Arch PMS

Communication Skills both in English & Indonesia

REFERENCES

Marsya Elizabeth (+62812-9340-0094)
HRD Manager Nunia Inn Bandara Tangerang

Said Akmal (+62812-1945-1861)
Hotel Manager Fave Bandara Tangerang

Rofi (+62838-7038-8084)
HRD Manager Neo Puri

Rama Adiputra (+62813-1605-9424)
Front Office Manager Aston Cilegon Boutique

FORMAL EDUCATION

University Pembangunan Jaya
Bachelor Management

SMK N 3 Tangerang
Majors Hotel Accomodation