



Hotel Amar INN

Landline +91-1824-260925
Mb No. +91-98558-17555

Subhash Nagar Chowk, Phagwara

TO WHOM IT MAY CONCERN

This is to Certify that **Miss Jobanpreet Kaur D/O S. Baldev Singh R/O VPO Jodhe , Tehsil Baba Bakala Sahib, Distt Amritsar of Punjab 143204** has been working with us in Hotel in front Desk Department as a front Desk Clerk from Feb 2020 to till date.

Duties & Responsibilities

- Greeted guest and responded to guest inquiries, request, and issues in a timely, personable, and efficient manner to resolve guest concerns.
- Informed customers about payment methods and verified credit card data.
- Liaised with housekeeping staff to ensure all rooms were clean and ready to accommodate new guest arrival.
- Provided information about hotel, restaurant, nearby attractions, available room, rates and amenities.
- Reviewed items of note to determine what needed to be communicated to staff of subsequent shifts.
- Ensured compliance with hotel company standards and city hospitality policies.
- Managed invoicing and rate negotiations for large clients, business guests, and group tour.

She has displayed outstanding work on carious duties, has proven to showcase compelling leadership skills and helped quite well with other team members to undertake tasks. She would certainly prove to be valuable resource for any organization. We wish that Ms. Jobanpreet get success in all her future endeavors.

Please feel free to call/e-mail us at any time for future clarifications.

+91-98558-17555, amarinn03@gmail.com

For AMAR INN


Prop.

Stamp and Signature
Authorized Signatory