

SAMIR SHAH

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CURRENT ADDRESS: 5515 OLD DOVER BLVD APT 2 • FORT WAYNE, INDIANA • 46835 • (765) 326-0005

CAREER PROFILE

- Detail oriented, efficient and organized with extensive professional experience.
- Great ability to work with a multi-cultural staff in a multi-task environment and manage operations.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.

EDUCATION

American Hotels & Lodging Association

- Diploma in Hospitality Management

Purdue University, West Lafayette, Indiana

May 2007

- Bachelor of Science: Major – **Accounting/Management**; Minor – **Finance**
- *GPA: 3.40/4.00; Merit placement on the Dean's List and the Semester Honors List*

COMPUTER SKILLS

Technically proficient in MS Office (Word, Excel, Access, PowerPoint and Outlook Express); Programming in Visual Basic and HTML; Web Design.

PROFESSIONAL EXPERIENCE

Hyatt Place

July 2008 – July 2009

Gallery Host/Supervisor

- Created an experience for the hotel guests by offering them a larger than home experience and exceptional service;
- Responsible for the complete guest experience; including the Gallery Host Stand, the Bakery Cafe, the Guest Kitchen, the e-room and the TV den;
- Demonstrated attributes of a great Host by being aware and attentive to the guest's needs.

Infosys Technologies Limited (India's 2nd Largest IT Company)

July 2007 – Oct 2008

Software Engineer/Business Analyst

- Interfaced with the customers to gather requirements;
- Worked with the Project Manager to assess the impact of the requirement changes on scope and schedule;
- Collaborated with delivery execution team in translating the requirements to application/system requirements;
- Prepared user test manuals to provide training to end users of the new system.

America's Best Value Inn

Feb 2006 – Dec 2006

Front Desk/Night Auditor

- Assisted guests with check-in and check-out processes;
- Recorded sales transactions and secured accurate payment, answered telephones, ran audit reports
- Performed a variety of other tasks conducive to the operation of the front office and in providing all guests with exceptional hotel services.

Accra Pac Group

May 2005 – Aug 2005

Cost Accountant Intern

- Examined changes in product design, raw materials, and manufacturing methods to determine effects on costs;
- Evaluated actual manufacturing costs and prepared periodic reports;
- Provided management with reports comparing factors affecting prices and profitability of products.

Country Inn n Suites

Dec 2003 – Jan 2005

Front Desk/Night Auditor

- Managed front desk operations which included handling room reservations and cancellations, checking guests in and out, dealing with cash/credit card transactions;
- Resolved all guest complaints in a calm professional and courteous manner;
- Generated night audit reports and reconciled daily activity and closed accounts in preparation for the new day.

EXTRA CURRICULAR ACTIVITIES

- Marketing Director of Indian Students Association ■ Dorm Resident Assistant ■ American Red Cross Volunteer
- Company Host for School of Management Employers Forum ■ Participant of Purdue Indian Dance Club
- Active Member of Purdue Accounting Association and Purdue Finance Organization