



Noviandy Abdul Aziz

Date Of Birth : Bandung, 18 November 1988
Marital Status : Single

Career Objective

My work ethics allow me to lead and be part of the team with people at all levels and cultures within organizational structure

Contact

-  0856 226 1775
-  noviandyaziz@gmail.com
-  Pamekar Barat 1 No 4
Komplek Panghegar Permai
Ujung berung, Bandung

Skills



Communication in both bahasa and english



Able to work in a team , as well as independently



Proficient in using Mircrosoft word and excel



Able to operate Visual Hotel Program (VHP)

Education



SMA Kartika III - 3 Bandung
2003 - 2006

Experience



Front Desk Agent
At Grand Tjokro Hotel Bandung
(February 2016 - March 2019)

- Handling check-in/out Guest
- Cashiering
- Closure report
- Hotel Information



FDA - FO SPV (Starting by August 2022)
At Harper Hotel Purwakarta by Aston
(March 2019 - April 2023)

- Checking daily and monthly report
- Checking daily FDA's closure
- Checking Night Audit report
- Schedule arrangement

References



Mrs.Neneng Sumiati (0857 9339 2643)
Front Office Manager At Grand Aston Ciloto



Mr. Leonard Sinaga (0852 1696 0982)
Front Office Manager At Grand Tjokro Bandung



Mrs. Novi Rahmawati (0877 4161 3835)
GM Secretary At Harper Purwakarta



Reference Letter

Ref: 052/STAFF/RL/HRD/GTB/III/2019

This is to certify that **Noviandy Abdul Aziz** was employed SAS Hospitality (Grand Tjokro Premiere Bandung) from April 1st 2016 until March 11th 2019 as Front Desk Agent in Front Office.

Noviandy had proven to be a hard worker, dependable and able to cope with challenges in a professional manner. He fulfilled our requirements of having a great attitude and took pride in his work.

Bandung, March 13th 2019



Irma Agustin S.

Asst. HR Manager





TO WHOM IT MAY CONCERN

This is to certify that **Mr. Noviandy Abdul Aziz** has been with our employment with Harper Purwakarta by Aston in **Front Office** since **March 5, 2019** until **April 20, 2023** and holding his last position as **Front Office Supervisor**.

On behalf of the Management we would like to express our appreciation for his services rendered to the hotel. We wish him a continued success in his future plans.

Purwakarta, May 15, 2023

PT. JANANI BUMI RESOR
JAKARTA



Rini Resniawati S.E., M.M.Par., CHA., CHIA
General Manager