



OVERLOOKING BOSTON

A KIMPTON® HOTEL

05/27/2022

To Whom it May Concern

This letter is to inform that Siddhesh was working full time with Kimpton Marlowe located at 25, Edwin H land, Blvd, Cambridge, United States.

He has held the following position in our company:

"Overnight Guest Auditor"

Feb 2020-April 2021

- Primarily accountable for generating reports outlining daily transactions, revenue totals and room occupancy totals for management reviews
- Key role in array of activities such as -
- Settle credit card charges and check billing accuracy.
- Reconciling daily settlements, performing computer back-ups.
- Run the night audit.
- Responding to complaints from guests.
- Integral role in extending excellent customer service to guests with the Company's moto.
- Ensure all health and safety Covid regulations are followed.
- Resolving hotel related concerns/issues.
- Managing guest check-ins/check-outs, post room charges, post allowance/discounts and computation of guest bills using PMS.

Should you require to discuss it further, please do not hesitate to contact the undersigned.

Sincerely,

Tara Rothberg ,Hotel Manager  
Hotel Marlowe, 25 Edwin H Blvd,

Cambridge, MA, 02134 +1 617-868-800