

RESUME

Avijit Prasad Verma
Dunlop Estate, New Family N/E-9,
P.O.- Sahaganj, Hooghly-712104

Mobile: +91 8240569883 / 9681220095

West Bengal

E-mail: avijitverma26@gmail.com

Career objectives:

To work and enhance my professional skills in a highly innovative, creative and dynamic environment, functioning towards a goal of accomplishing targets optimized with Objectivity, Creativity and Quality.

Employment Experience:

| Employer/From – To | Roles & Responsibilities |
|--|---|
| WONDER WOODS BOUTIQUE HOTEL DARJEELING (Front Office Manager) (JULY 2022 Till Date) | Managing all the Front Office Responsibilities <ul style="list-style-type: none"> • Check in & Check Out • Billings and managing accounts • Customer Support • Managing Travel Desk • Managing Extranet • Maintaining BOB |
| HOTEL CHOCOLATE INN PATNA (Front Office Manager) (APRIL 2022 To JUNE 2022) | Managing all the Front Office Responsibilities <ul style="list-style-type: none"> • Check in & Check Out • Billings and managing accounts • Customer Support • Managing Travel Desk • Managing Extranet • Maintaining BOB |
| DEE EMPRESA HOTEL KOLKATA (Front Office Executive) (APR 2017 To MAR 2022) | Managing all the Front Office Responsibilities <ul style="list-style-type: none"> • Check in & Check Out • Billings and managing accounts • Customer Support • Managing Travel Desk • Well versed with Ezee Technologies |

Systems Experience/IT Skills

- DOS
- MS Office (Word, Exel, Power Point & Microsoft Project)
- Windows Operating System
- Well versed with Ezee Technologies

Strengths:

- Good communication and writing skills.
- Open minded and able to work in complex projects and environment.
- Problem solving and analytical skills.

Educational Qualifications:

| Degree | College & University | Year of passing |
|--|--|-----------------|
| MPBA IN Hotel Management & Media Management | IIBM, Meerut, UP | 2020 |
| Higher Secondary (10+2 Commerce) (W.B.C.H.S.E) | Gaur Hari Harijan Vidyamandir, (Hooghly, West Bengal). | 2007 |
| Madhayamik (10 th) | Dunlop Hindi High School (Hooghly, West Bengal). | 2005 |

Training & Certification:

- Achieved NCC Certificate 'A' from 43 Bengal Battalion, Chinsurah in the year 2005

Personal Details:

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|-----------------------|--|
| Address | PRESENT ADDRESS: Avijit Prasad Verma Dunlop Estate, New Family N/E – 09, Sahaganj, Hooghly-712104, West Bengal. |
| Date of Birth | 27-08-1988. |
| Marital Status | Married |
| Nationality | Indian. |
| Passport No. | K1213063 (Valid till 2022) |
| Languages | English, Hindi, Bengali. |

I declare that the information given above is true to the best of my knowledge.

(Mr. Avijit Prasad Verma)

