**GUNNAM SANDEEPHOUSE-DR NO-13/10/5**

**K.P ROAD**

**MANDAPETA**

**Mobile: 9100479699**

**DOB: 23-04-1998**

**Gunnamsandeepjaya@gmail.com**

**Objective:**

To execute interpersonal skills for achieving the organizational goals with past work experiences and to compete day-to-day changes in the service Industry. I am a competent individual with excellent self-motivation and I enjoy working with a team and I always approach work with enthusiasm and commitment and I enjoy the challenge.

**Personal Attributes:**

⮚ Resourceful, self-motivated, focused and disciplined.

⮚ Effective communicator and motivated team player.

⮚ Confident personality and enthusiastic, positive and outgoing.

⮚ Versatile with an approachable manner at all times.

⮚ Eager attitude towards new technology and expeditious at learning new skills.

**Transferable Skills:**

⮚ Proactive and organized multi-worker.

⮚ Able to priorities a heavy workload and meet deadlines under pressure. ⮚ Self-reliant able to take and use initiative when situation or issue requires. Able to work independently and at the same time part of the team to achieve the goal.

⮚ Confident and friendly when meeting and assisting people on all levels, providing a professional service at all times.

⮚ Diplomacy and ability to respect confidence and keep professional.

⮚ Excellent written and oral and interpersonal skills.

⮚ Excellent telephone manner.

**Educational Qualification:**

⮚ Completed B.H.M(Bachelor of Hotel Management) in **PRIST UNIVERSITY THAJAVUR.**

⮚ Intermediate from **ADITYA JUNIOR COLLEGE**, Mandapeta in 2015.

⮚ SECONDARY SCHOOL Examination from **MANDAPETA PUBLIC SCHOOL, Mandapeta** in 2013.

**Work Experience:**

Working as a housekeeping supervisor at THE **PARK HOTEL(Hyderabad)**

Worked in **THE PARK HOTEL(Hyderabad)**, as a guest service associate for 3years

Looking after Housekeeping, vendor management, handling guest Complaints and Requests, problem solving, reports generate, staff training, phone handling.

⮚ During second semester I done my 5 months INDUSTRIAL TRAINING in **HOTEL**

**THE PARK.**

⮚ During 5th semester done job training in **HOTEL THE PARK** for 4 months**.**

**Duties:**

**HK:**

⮚ Efficiently managed front office relationships to assure proper information management and service standards.

⮚ Handling management of facilities & infrastructure to ensure the cost –effective smooth running of operations.

⮚ Responding to enquiries and queries from the client over the phone, email, and social media. ⮚ Reservations, conference room bookings, handlings guest complaints, ensuring reception area cleanliness and appearance, upgrade selling, optimize sales.

⮚ Managing courier services, mail, postal.

**Strengths:**

⮚ Good Communication Skills.

⮚ Ready to take responsibility.

⮚ Quick Learner and Good Interpersonal Skills.

**Personal Profile:**

Name:GUNNAM SANDEEP

Father Name:VEERRAJU

Date of Birth:23-APRIL-1998

Marital Status:Unmarried

Religion:Hindu

Nationality:Indian

Languages Known:English, Hindi and Telugu

Notice period:1 month

**Declaration:**

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

**Place:**

**Date:**

**GUNNAM SANDEEP**