**CURRICULAM – VITAE**

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**AMAN KUMAR**

**306 Karanpur,**

**Dehradun Uttarakhand. 248001**

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**CAREER OBJECTIVE**

* To utilize my skills in the best interest of the organization and take every moment as a learning experience.

**EDUCATIONAL QUALIFICATION**

* Intermediate in the year 2007-08 from CBSE Board.
* High school in the year 2005-06 from CBSE Board.

**PROFESSIONAL QUALIFICATION**

* Completed Bachelorof Business Administration Hotel Management (B.B.A.H.M.) from Kukreja Institute Of Hotel Management and Catering Technology (KIHM&CT) Dehradun.

**INDUSTRIAL EXPOSURE:**

* Undergone six months of industrial training from **Hotel Le Meredien Jaipur**.

**WORK EXPERIENCE**

* Presently working with **“Hotel Goldenkeys Inn, Managed by Estilo Hotels Delhi”** from 15th October 2020 as Asst. Front Office Manager (Pre-opening team member).
* Worked with **“St. Laurn Business Hotel, Pune”** from 20th November 2019 till 01st June 2020 as Asst. Front Office Manager.
* Worked with **“Radisson Lucknow City Centre”** from 25th June 2018 till 15th November 2019 as Duty Manager (Acting Asst. Front Office Manager).
* Worked with **“Galaxy Hotel Shopping and Spa Gurgaon”** from 01st July 2017 till 15thJune 2018 as Duty Manager.
* Worked with**“P&O Cruises”** as Guest Service Manager (Reception Manager) from 21st July 2015 till 06th June 2017.
* Worked with “**Optus Sarovar Premiere, Gurgaon , A Sarovar Hotel”** as a Front Office Executive (Acting Duty Manager) from 20th November 2014 till 15th July 2015.
* Worked with “**Optus Sarovar Premiere, Gurgaon , A Sarovar Hotel”** as a Front Office Supervisor (Acting Duty Manager) from 25th September 2013 till 20th November 2014.
* Worked with “**The Pllazio Hotel, Gurgaon”** as a Front Office Associate from 20th November 2012 till 20th September 2013.
* Worked at “**Fortune Resort Grace, Mussoorie, Member ITC Hotels”**as a Front Office Associate from 13th July 2011 till 15th November 2012.

**JOB PROFILE**

* Heading the department, responsible for handling front desk operations also involved with the reservations.
* Preparing daily set of reports, required for the revenue analysis.
* The software worked on are IDS, Core, Opera.
* Responsible for taking training, briefing of the staff, managing the duty roaster.
* Responsibility includes following through the expected Arrivals &Departures allotting rooms as per the guest profile, have a check for if any VIPs movement,
* Coordinating with all dep’t. And applying the VIPs’ policy as per the SOP of the
* Management.
* Checking folio’s of the guest and their supporting ,if any BTC /City Ledger or
* Advanced payment. So for the smooth happening of the departures.
* Taking feedback of guest &Associate to ensure proper standard maintenance.
* Fluent with Night auditing & making of the night report.
* Maintaining the par-stock of the department.
* Taking trainings for the staff and guiding them new things.

**ACHIVEMENTS**

* Awarded the best employee of the department (Front Office department) for the year 2011 – 2012.

**STRENGTHS**

* Team Work
* Punctual
* Believe in myself

**PERSONAL DETAILS**

Date of Birth: 4thAug 1989

NationalityIndian

Permanent Address 306 Karanpur,

Dehradun Uttarakhand**.**

**Date:**

**Place: (AMAN KUMAR)**