**Curriculum Vitae**

### **Ranjeet kumar**

village Samai nawadah

Post. Samai (nawadah)

mob.9890978790/9798746712

**Email id: -**[**kranjeetbistro@gmail.com**](mailto:kranjeetbistro@gmail.com)

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| **Career Objective** |

**I want to work with an organization that would give me an opportunity for**

**Personal Growth & enhance my professional skills in the Hospitality industries**

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| **Educational Qualification** |

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| **Sr.No.** | **Examination** | **Collage** | **Passed Year** | **%** |
| **1.** | **10TH Passed** | **Rajkot High School Saami Nawada** | **2010** | **60%** |
| **2** | **12th** | **B.B.O.S.E.** | **2019** | **60%** |
| **3.** | **H.S.R.T.** | **IHM Dehradun** | **2019** | **80%** |

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| **The keys results Areas** |

**Being A Hospitality industry, my major role is Front office Exexutive & Front office Sr. Associate in Hospitality Industries.**

* Greets registers & assigns room to guest.
* Attending all incoming call responding to them transferring the call
* Prepare the Particular All front office Reports.
* Conduct regularly scheduled meeting of front office personally
* Handling the Guest check in & check out.
* Work within the allocated budget for the front office.
* Post charges such as room, food, liquor, or telephone, to the guest folio.
* Handling the Guest Complaint
* Handling the Guest **Reservation & Sales Also**
* Worked on Front office check in Software like (**HMS, IDS, Check -in, SAP**)

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| **Employment History** |

* **Front office Associate: -**

Worked with as a front office associate 2 yrs. with **Hotel Sai Prem Nashik 30 Room** **Inventory** from 20 February 2015 to 15 March 2017

* **Front office Sr. Associate: -**

Worked with as a front office Sr. Associate 6 month with **Resorts Elephant route**

**30 Room Inventory** Trekked Cummily Kerala from 20 April 2017 to 15 Oct. 2017

* **Front office Executive: -**

Worked with as a front Office executive 2-year 4 month with **Hotel love Kush**  **80 Room Inventory** Kishangarh Rajasthan from 15 Nov. 2017 to 10 march 2019

* **Front office Sr. Associate: -**

Worked with as a front office Sr. Associate 1 year 1 months with **Resorts Club** **Mahindra Pvt. Ltd.** **44 Room Inventory** Gujrat from 10 January 2020 to 17 Feb.2021

* **Front office Executive: -**

Worked with as a front Office Executive with Resorts **La casa Club & Resorts** **Surat 96 Room Inventory** (Managed by Sukan Event care Pvt ltd.)Gujarat from 17 August 2021 to 31st March 2022.

* **Sr. Front office Executive: -**

Currently working with as a Sr. front Office Executive with **The Augusta Club & Resorts** **Surat** (Managed by Sukan Event care Pvt ltd.)Gujarat from 02 Apr. 2022 to Till Date.

Computer Skills

* **Basic knowledge of computer**
* **MS Excel**
* **MS word**
* **Mail**

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| **Personal Details** |

**Permanent Address Samai Nawadah (Bihar)**

**Father’s Name Sanjay Ram**

**District Nawadah**

**State Bihar**

**Date of Birth 25 April 1995**

**Languages : English, Hindi,**

**Hobbies : Listening to music, Travelling, Watching Playing**

**I hereby declare that information mentioned above is true with the best of my knowledge.**

Date:

**Place**: **Ranjeet Kumar**