**vimla**

**Address:**

Village & P.o.-Belabadh

Mau (U.P)

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# **Career Objective**

* To learn and implement the best business practices and to work in innovative and creative field which gives responsibilities and recognition.

# **Educational Qualification**

* Completed B.A from Purvanchal University.
* Completed 12th from C.B.S.E Board Binnaguri
* Completed 10th from C.B.S.E. Board Binnaguri.

# **Computer Skills**

* Fundamental: Basic Knowledge of Operating Systems, MS-Office and Internet.

**PROFESSIONAL QUALIFICATION**

* I have done 3 Years Diploma in Hotel Management from D.A.V Institute of higher studies, Babatpur Varanasi. .

**STRENGTH**

* Hard working.

# **Work Experience**

* Presently I am working with mahagun sarovar portico suites ghaziabad from 28th May 2017 to 23 June 2021date as reservations Supervisor .
* Worked with with [Optus Sarovar Gurgaon](http://www.googleadservices.com/pagead/aclk?sa=L&ai=CfhOMEIkcV5-bI5euoAOlwKOYD82AxrVE9OyTwK4CoabNjuIBCAAQAiCX550CKARg5bLlg6wOoAHEj6bYA8gBAakCSSPzWy4cUD7IAxuqBClP0B080pArnW4Hk17KUkwZb7OLZ-5x6IBunGxml0FybiuzivjKOxddl4gGAaAGLIAHpPDZJ5AHAagHpr4b2AcB&ohost=www.google.com&cid=CAASJORoTuq8j9sHfyQEB8Cuy2KTlpqtkRcQc4Mu1pWRxr-NeqEW7w&sig=AOD64_3UD4lP-aeqXiHgaCtk1IFV7F_pUQ&adurl=http://www.bookeventz.com/banquets/delhi/gurgaon/imperial-banquets-hotel-optus-sarovar-premier&clui=7&nb=0&res_url=http%3A%2F%2Fint.search.myway.com%2Fsearch%2FGGmain.jhtml%3Fsearchfor%3Doptus%2Bsarovar%2Bgurgoan%26st%3Dtab%26ptb%3D4EAB2838-1FC5-45CE-AF3C-5CE5905D7E19%26n%3D782a59be%26ind%3D2016041406%26ct%3DSS%26pg%3DGGmain%26tpr%3Dtabsbsug%26p2%3D%255EBXT%255Exdm207%255ETTAB02%255Ein%26si%3Dpop1&nm=9) in reservations from 15 Sep 2014 to till 28th May 2017 As a reservation assistant.
* Worked with Fortune Select Excalibur  [Gurgaon‎](http://www.googleadservices.com/pagead/aclk?sa=L&ai=CfhOMEIkcV5-bI5euoAOlwKOYD82AxrVE9OyTwK4CoabNjuIBCAAQAiCX550CKARg5bLlg6wOoAHEj6bYA8gBAakCSSPzWy4cUD7IAxuqBClP0B080pArnW4Hk17KUkwZb7OLZ-5x6IBunGxml0FybiuzivjKOxddl4gGAaAGLIAHpPDZJ5AHAagHpr4b2AcB&ohost=www.google.com&cid=CAASJORoTuq8j9sHfyQEB8Cuy2KTlpqtkRcQc4Mu1pWRxr-NeqEW7w&sig=AOD64_3UD4lP-aeqXiHgaCtk1IFV7F_pUQ&adurl=http://www.bookeventz.com/banquets/delhi/gurgaon/imperial-banquets-hotel-optus-sarovar-premier&clui=7&nb=0&res_url=http%3A%2F%2Fint.search.myway.com%2Fsearch%2FGGmain.jhtml%3Fsearchfor%3Doptus%2Bsarovar%2Bgurgoan%26st%3Dtab%26ptb%3D4EAB2838-1FC5-45CE-AF3C-5CE5905D7E19%26n%3D782a59be%26ind%3D2016041406%26ct%3DSS%26pg%3DGGmain%26tpr%3Dtabsbsug%26p2%3D%255EBXT%255Exdm207%255ETTAB02%255Ein%26si%3Dpop1&nm=9) from 05Feb to 14 September 2014 As a front office assistant.
* Worked with Radisson Blue, Greater Noida from 19 Oct2012 to 2nd Dec 2013 As a front office assistant.
* 10 months work with sarovar portico surajkund, Delhi NCR.23 Nov 2011 to 13 Aug 2012a front office assistant.
* I have completed 6 months industrial training from IDEAL TOWER, Varanasi.
* I worked with I DS software and opera software both.

**Nature of work** :

* Taking checking and checkout.
* Making reservations and handle calls.
* Taking care of cash.
* Taking calls.

**Achievement:**

* I got the appreciation letter from my general manager because of positive comments through the guest.

# **Personal Details**

Fathers Name : Mr. Shyam Lal

Date of Birth : 20 July

Marital Status : Unmarried

Sex : Female

Nationality : Indian

Religion : Hindu

Languages Known : English, and Hindi

Hobbies : Listening Music & Watching T.V

**DECLARATION**

I am confident about my ability to work in teem, I hereby declare that the information furnished above is true to the best of my Knowledge.

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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