***RESUME***

***AJIT SINGH***

***OBJECTIVE***

***I have always believe in the institution of knowledge and information and believed that every parson has a purpose in life. It will be a privilege for me to work in your prestigious organization giving me good exposure in human resource as well as total job satisfaction.***

***ACADEMIC QUALIFICATION***

* ***Passed secondary school exam fromU P BOARD in 2009***
* ***Passed senior secondary exam from U P BOARD in 2011***
* ***Graduation from Dr.B R A University {AGRA}***

***Diploma in HOTAL and Tourism management***

***COMPUTER SKILL***

* ***M.S Office and Internet.***
* ***WINHMS Software.***
* ***Opera Software***
* ***CCS HMS Software***
* ***IDS Fortune Next***

***EXPERIENCE***

***6 Month Industrial Training THE BYKE Hospitality LTD {GOA}***

***6 MONTH WORKING AS A FRONT OFFICE ASSOCIATES IN HOTAL HUMBLE U N A SMART AMRITSAR.{PUNJAB}***

***6 MONTH WORKING AS A FRONT OFFICE ASSOCIATES in HOTAL RANG MAHAL Jaisalmer.{RAJASTHAN}***

***1year 2 monthsworking as front office supervisor in hotel The Byke Hospitality (Goa)***

***7months working AS A FRONT OFFICE Executive IN HOTEL THE BYKE HOSPITALITY LTD CAVELOSSIMBEACH MOBOR [GOA]***

**1 year 5 months working as a front office executiveinAju Ryokan Japanese hotel jalisana taluka Mandal disst- ahmedabad ( Gujarat )**

**1 year Working as a Front Office Executive in RG Exclusive Stay & Fine Dine, Murtizapur Road Near Ramlata Business Center AKOLA (MAHARASHTRA)**

**11 Months Working as a Duty Manager Mittal Group of hotels, Nanakheda ring road Ujjain (M.P)**

**6 month Working as a Front Office Duty Manager Tribecca Select Hotel Agora Mall ,200 ft S.P.Ring Road ,Tapovan & Bhatt Circle Motera Ahmedabad =382424 ( Gujarat)**

**Still working as a Front Office Duty Manager Rajmahal Palace Orchha Niwari (M.P)**

***Extra knowledge***

* ***Processing Arrival & Departure of the Guests.***
* ***Allotment of the Guest rooms for the next day arrival.***
* ***Making special arrangements for the VVIP checking in.***
* ***Responsible for Greeting & Registering the Guest ,providing them***
* ***Best services during the stay.***
* ***Through telephones call, e-mail reply etc.***
* ***Handling Cashiers Desk keeping proper of the bills &maintaini***
* ***Coordination with House Keeping with regards to upkeep of room s &for up gradation of product as per emerging customer requirements.***
* ***Interacting with the guests in order to obtain the feedback & suggestions about their experience during their stay.***

***Making the arrangement for guests pick and Drop.***

***PERSONAL DETAILS***

***Father’s Name : sh. PREM SINGH***

***Date of Birth : 26-08-1995***

***Religion : Hindu***

***Sex : Male***

***Marital Status : Single***

***Hobby : Listening songs ,PLAY CRICKET***

***Language Known : English, Hindi.***

***Contact No : 9997573513***

***E MAIL I D = ajit39412@Gmail.com***

***I hereby declare that the information the best of my knowledge &belief.furnished here is correct to***

*DATE :*

1. *Place : AJIT SINGH*