**CURRICULUM VITAE**

**Naman Pandey**

Add: Aatdanpur

Distt- Hardoi

Pincode- 241001

Mob. – 9696043607

Email-ID: Pandeynaman2001@gmail.com

# CAREER OBJECTIVE

To be a member of any organization where growth, prospects are unlimited and individual is recognized by his work. As a professional, I am creative and innovative, and looking Ahead to work in a challenging environment and strive for excellence.

# ACADEMIC QUALIFICATION

⮚ 10th Passed from UP Board in year 2014.

⮚ Intermediate Passed from UP Board in year 2016.

⮚ Graduation (B.A.) passed from Kanpur University in year 2020.

**TEHNICAL QUALIFICATION**

⮚ 6 Month Computer hardware training from DDU.GKY

⮚ Best of Knowledge About IDS 6.7 & 7.0 , M.S Office, Word

⮚ I am operating channel manager **REZGAIN.**

# WORK EXPERINCE

# 

# ⮚ I Have Done My Job Training From REGENTA INN JAIPUR

# 21 June,2016 to 21st December, 2016.

# 

# ⮚ 1 years experience as a front office G.S.A REGENTA INN JAIPUR from 22th, 2016 to 21th December 2017.

# ⮚ 3 year 5 Month experience as a front office Supervisor Red fox Jaipur from

# 1 January 2018 to 6 June 2021

⮚1 Year6 Month experienceAS front office executive in GOLDEN TULI BHIWADI

From 10 June 2021 TO 22 December 2022

⮚ working as Front office duty manage S K Premium park Mohan Nagar Ghaziabad 5 January till now

**present work profile**

⮚ Phone handling $ communicating internal and external(clients)

⮚ Guest queries about hotel rooms ect.

⮚ Reservation for room.

⮚ Guest check - in $ check out

⮚Maintain all the manual or system generated work.

⮚ Cordination with all the department

⮚ Update proper guest profile on system.

⮚ Guest feedback

**HOBBIES $ INTEREST**

⮚ Talking and interesting department is Front Office

⮚ playing flute

# PERSONAL DETAILS

⮚ Date of Birth - 07/06/1997

⮚ Father’s Name - Mr. shrinivash pandey

|  |  |
| --- | --- |
|  |  |

⮚ Marital Status - Single

⮚ Languag Known - Hindi $ English

⮚ Gender - male

**DECLARATION**

I hereby declare that the information stated above are true and the best of my knowledge.

PLACE : NAMAN

DATE :

**­­**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |