**CURRICULAM VITAE**

**SUMAN**

Address-V. P.O. Mudh Khokhar

Dist- Amritsar

Pin- 143109

State-Punjab

Contact-8725857761

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**CARREER OBJECTIVE**

**To associate with an organization which progresses dynamically and gives me a chance to improve my knowledge, enhance my skills in the state-of-art technologies and be a part of the team which work towards the growth of the organization that gives me satisfaction thereof.**

**ACEDEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| NAME OF EXAMINATION | BOARD/UNIVERSITY | YEAR |
| 10th | PSEB | 2014 |
| 12th | PSEB | 2016 |

**PROFESSIONAL QUALIFICATION**

I have completed my diploma in **Hospitality management** under the guidance of **DDU GKY** From  **DDU GKY Institute Of hotel management ,In Preet Nagar center ,amrit sar, Panjab**

**IT SKILL**

Basic Knowladge of Computer

**JOB RESPONSIBILITIES.**

* Inspect Check the reservation book and lays the cover as per number of person booked.
* Maintain table set-ups for cleanliness, neatness and agreement with group requirements and company standards, and resolve any problems.
* Follow up on special banquet event arrangements requested by guest to ensure compliance.
* Ensure the food quality, presentation; preparation is always up to the standard.
* Check the expiry date of item regularly.
* Prepare requisitions, controls and maintain operating supplies, food and beverage items.
* Controls breakage and prepare breakage report.
* Ensure cash float, micros and outlet keys security.

**Food & Beverage Associate in DNR Hotel Amritsar from 2018thAugust 2021 to 28 February 2021.**

**Training (as a student during study period):**

**A hotel management trainee is supposed to acquire a good working knowledge of the hospitality sector with special attention to dealing with customers. The various roles and responsibilities of individual department are:**

* 6 Months Experience Steward in Hotel DNR Pride
* 2 years Experience Senior Steward in Hotel DNR Pride.
* 1 year experience as a Senior Steward in Hotel ONE EARTH AVAAS

1year experience as a taring captain in ONE EARTH GG REGENCY HOTEL

* Food & Beverage

During hotel management studies most of the weekend and on some week Days after class hours I have been doing casual training to the following hotel.

**OTHER SKILLS:**

* Good knowledge of MICROSOFT OFFICE.
* Good knowledge of MICROS.
* Good knowledge of IDS.

**KEY SKILL**

* Flexible and receptive to new situation.
* Effective under work pressure.
* Pro-active approach and an outgoing attitude and personality
* Have positive approach towards work and a self-motivated individual

**PERSONAL INFORMATION**

Father’s Name : Mr. Karshid Masih

Date of birth : 24/05/1998

Marital status : UN-MARRIED

Nationality : INDIAN

Language : HINDI/ENGLISH/Punjabi

Hobbies : Playing cricket, listening music, Interacting with people and traveling,

Strength : Smart working focused punctuality will to work extra mind,

Present Location ​: Punjab, India

Preferred Location ​: Anywhere in world

DECLARATION

I hereby declare that all the information given above are true to the best of my knowledge

PLACE: Punjab (Suman)