

**LAXMAN KUMAR**

Contact No: 7544069187 (6204093575)

**Email:**

**laxmankumar8600@gmail.com**

**Address: mullana Ambala**

**Haryana Linkdin id:-Laxman yadav.**

**CAREER OBJECTIVE.**

- ✦ To work and succeed in a stimulating and challenging environment particularly in the human resource department, building the success of the company while experiencing advancement opportunities.

**HUMAN RESOURCES ASSOCIATE AT SPECTRUM RESORT SPA & CONVENTION UDAIPUR.**

To screen the candidate resume from portal. To call them and conducting personal interview.  
To Recruit and select the candidates According to client requirement.  
Verifying all the documents and employment screening/background verification of new joining employees.  
Issue Appointment letter  
Conducting Induction for new joined.  
Creating and maintaining Joining Formalities.  
Maintaining the Employee file and Data base  
Taking Feedback Sessions to check if the employees are satisfied with the HR Processes.  
Conducting Exit Interview.  
Coordinating with the bank for opening of the salary accounts & closing of the accounts.  
Maintaining records of all transactions encompassing leave Reports and Attendance Reports.  
Preparation of monthly Attendance and leave statement for the payroll process.  
Responsible for payroll of more than 250 employees.

**INDUSTRIAL INTERNSHIP : TAJ EXOTICA RESORT & SPA GOA (21th july 2022 to 23th feb2023)**

- ✦ Completed Industrial Training from MM Continental Ambala.
- ✦ Worked as a trainee in F&B and front office only
- ✦ received a thorough understanding of the functioning and management of the hotel.
- ✦ Honed good communication and interaction with guests.
- ✦ Learned portion controlling and kitchen management.
- ✦ Build a good command of the customer relationship.

**FOOD AND BEVERAGE DEPARTMENT.**

- ✦ Providing excellent customer service, this includes greeting and serving customers, taking orders, ensuring customer satisfaction, and handling any customer concerns or complaints.
- ✦ Preparing & serving food & beverages, this includes following recipes, maintaining food Quality and presentation standards, ensuring proper portion controls and adhering to food safety and hygiene regulations.
- ✦ Order Taking and Cash Handling, accurate orders from customers, processing payments, and handling cash transactions.

- ✦ Maintaining cleanliness and hygiene standards in the dining area, bar, kitchen, and otherservice areas.
- ✦ Upselling and Promotion: Encouraging customers to try additional food and beverageitems, suggesting specials or promotions, and up selling products
- ✦ I have all beverages like alcoholic and non alcoholic beverage serving knowledge andcocktail and mocktail making knowledge.

#### FRONT OFFICE DEPARTMENT.

- ✦ I Have Handeled Hotel Software And Guest Welcoming Knowledge.
- ✦ I Have Woked At Different Section In Front Office Department Such As Bell Desk, Reservation Desk, Registration, Telephone Handling Cashier Section, Check in And Check Out, Day Closing, All Types Of Key Making Etc.

#### ACADEMIC QUALIFICATION.

- ✦ I Have 10<sup>th</sup> Completed From Bihar Board In 2018.
- ✦ I Have 12<sup>th</sup> Completed From Bihar Board In 2020.

#### PROFESSIONAL QUALIFICATION.

- ✦ I Am Pursuing (MBA) In Dual Specelization Human Resource & Marketing Management from Chandigrah University Chandigrah. (2024 To 2026).
- ✦ I have completed three year bachelor degree program B.sc hospitality administration from maharishi markendeshwar(deemed to be) university (A++) mullana Ambala (Haryana).(oct 2021To may 2024)

#### PERSONAL DETAILS.

- ✦ Name :- Laxman kumar.
- ✦ Date of birth :- 12\12\2000.
- ✦ Father's name:- Baleshwar yadav.
- ✦ Language Proficiency:- hindi English.
- ✦ Nationality:- Indian.
- ✦ Hobies:- To interact with different culture/society/types of human being
- ✦ permanent address:- village jhumarbad, p\o bichkorwa, p\s chakai, Pin cod 811303(jamui,Bihar)

#### SKILLS.

- ✦ Positive approach, good listening skills.
- ✦ Self motivator.
- ✦ Time management, leading, planning and organizing.
- ✦ Capability to do work in any circumstances.
- ✦ Keen to learn new skills, accepting responsibilities.
- ✦ problem solving ability.

#### Declaration.

- ✦ I hereby declare that all the statement made in this application is true to the best of my knowledge and belief

