

RESUME

Avijit Prasad Verma
 Dunlop Estate, New Family N/E-9,
 P.O.- Sahaganj, Hooghly-712104

Mobile: +91 8240569883 / 9681220095

West Bengal

E-mail: avijitverma26@gmail.com

Career objectives:

To work and enhance my professional skills in a highly innovative, creative and dynamic environment, functioning towards a goal of accomplishing targets optimized with Objectivity, Creativity and Quality.

Employment Experience:

Employer/From – To	Roles & Responsibilities
WONDER WOODS BOUTIQUE HOTEL DARJEELING (Front Office Manager) (JULY 2022 Till Date)	Managing all the Front OfficeResponsibilities <ul style="list-style-type: none"> ● Check in & Check Out ● Billings and managing accounts ● Customer Support ● Managing Travel Desk ● Managing Extranet ● Maintaining BOB
HOTEL CHOCOLATE INN PATNA (Front Office Manager) (APRIL 2022 To JUNE 2022)	Managing all the Front OfficeResponsibilities <ul style="list-style-type: none"> ● Check in & Check Out ● Billings and managing accounts ● Customer Support ● Managing Travel Desk ● Managing Extranet ● Maintaining BOB
DEE EMPRESA HOTEL KOLKATA (Front Office Executive) (APR 2017 To MAR 2022)	Managing all the Front OfficeResponsibilities <ul style="list-style-type: none"> ● Check in & Check Out ● Billings and managing accounts ● Customer Support ● Managing Travel Desk ● Well versed with Ezee Technologies

Systems Experience/IT Skills

- DOS
- MS Office (Word, Excel, Power Point & Microsoft Project)
- Windows Operating System
- Well versed with Ezee Technologies

Strengths:

- Good communication and writing skills.
- Open minded and able to work in complex projects and environment.
- Problem solving and analytical skills.

Educational Qualifications:

Degree	College & University	Year of passing
MPBA IN Hotel Management & Media Management	IIBM, Meerut, UP	2020
Higher Secondary (10+2 Commerce) (W.B.C.H.S.E)	Gaur Hari Harijan Vidyamandir, (Hooghly, West Bengal).	2007
Madhayamik (10 th)	Dunlop Hindi High School (Hooghly, West Bengal).	2005

Training & Certification:

- Achieved NCC Certificate 'A' from 43 Bengal Battalion, Chinsurah in the year 2005

Personal Details:

Address	PRESENT ADDRESS: Avijit Prasad Verma Dunlop Estate, New Family N/E – 09, Sahaganj, Hooghly-712104, West Bengal.
Date of Birth	27-08-1988.
Marital Status	Married
Nationality	Indian.
Passport No.	K1213063 (Valid till 2022)
Languages	English, Hindi, Bengali.

I declare that the information given above is true to the best of my knowledge.

(Mr. Avijit Prasad Verma)

