

## CURRICULUM VITAE

**ANIL JOSHI**

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Email Id: - [anilhaldwani@rediffmail.com](mailto:anilhaldwani@rediffmail.com)



### KEYSKILLS:

- Front office operations,
- Reservations,
- Guest dealings.

### ACADEMIC QUALIFICATION:-

- High School from C.B.S.E Board in year 2001.
- Intermediate from U.A Board in year 2004.
- Graduation (B.Com) from Kumaun University in year 2007.
- Post Graduation (M.COM.) from Kumaun University in year 2010
- **One year Diploma in Front Office (D.H.M.) from U.O.U**

### PROFESSIONAL QUALIFICATION:-

- Six months computer diploma in information technology (DIT) from Cybernetics, Kathgodam.
- One year diploma in Front Office (D.H.M.) from U.O.U.
- Three month's computer course Tally 5.4 from Cybernetics, Kathgodam.

### TECHNICAL SKILLS:-

- Ms – Office
- Tally 5.4
- Opera online P.M.S
- IDS online P.M.S

### WORKING EXPERIENCE:-

- Worked in Hotel Maharani Haldwani As Senior Front Office Asst (01-09-2009 to 09-10-2010).
- Worked in **Radisson Blu Hotel Metropolis Rudrapur.** (10-10-2010 to 31-01-2012)
- **Worked in Hotel Relax-Inn Kathgodam as Asst. Front Office Manager. (01-02-2012 to 30-10-2015)**
- **Worked in Bal Pharma Ltd. As Hr/ Admin Executive . (01-11-2015 to 14-08-2016)**
- Worked in Hotel Blue Sapphire Clarks Inn Haldwani as Front Office Assistant .(14-08-2016 to 16-08-2017)
- Worked in Hotel Fortune Park Bella Casa Jaipur as Front Office Supervisor. (16-08-2017 to 31-12-2017)
- Worked in Ganga Beach Resort Rishikesh as Front Office Executive.(01-01-2018 to 30-



04-2018)

- Worked in Inn The Wild Resort Dhikuli Ramnagar as Resort Manager.(01-05-2018 to 01-04-2019).
- Worked as General Manager in Grand Hotel Nainital.(04-2019 to Jan 2020)
- Woked as Sr. Executive Front Office in Hotel Om Clark's Inn Reabareil.(Jan 2020 to April 2020).
- Worked as Operation Manager in Hotel Monarch Inn Lucknow.(April 2020 - April 2021)
- Currently Working as Front Office Executive in Hotel Dewdrop Mango Bloom Jim Corbett Ramnagar Uttarakhand.

#### **ACHIEVEMENT:-**

- Achieved **Bravo** award for excellence guest service in **Radisson Blu Metropolis Rudrapur**.

#### **RESPONSIBILITIES:-**

- Will be responsible for taking & solving guest queries.
- Capable in guest dealings and guest issues.
- Capable in taking check-ins & check-outs.
- Always try to feel the guest full satisfaction for best service.

#### **PERSONAL INFORMATION**

Father's Name: Late Shri N.B.Joshi

Date of Birth: 01/06/1986

Nationality: Indian

Marital Status: Married

Language Known: English & Hindi

Permanent Address: Singhal Farm Halduchaur, post office Halduchaur, Lalkaun disst. Nainital (U.K.)

#### **DECLARATION**

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

Place:

Date:

(Anil Joshi)



