

## **CURRICULAM VITAE**



### **ASHA YADAV**

Flat no 83Ground Floor  
Sector- 36A Block -C  
Suncity ,Rohtak  
Haryana- 124001  
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### **CAREER OBJECTIVE**

To grow with industry gain experience, getting acquainted with latest trends in the hospitality sector and its multidimensional fields, to become a complete hotelier.

### **ACADMIC QUALIFICATION:-**

Completed intermediate from Haryana board, bhiwani in 2007.  
Completed High school from Haryana board, bhiwani in 2005

### **TECHNICAL QUALIFICATION:-**

Basic knowledge of computer (i.e. Windows –XP, MS.office)  
And knowledge of IDS and Win HMS and HMS Software.

### **PROFESSIONAL QUALIFICATION:-**

Completed B.ScHCM from College of hotel management, Ghaziabad (U.P.) that is affiliated from Sikkim Mani pal University.

### **TRAININGS:-**

.>Completed two month vocational training in peninsula grand hotel (Mumbai) in F&B. department.

.>Completed six month industrial training in Clarks inn,anandvihar (U.P.).in alls department.

### **PROFESSIONAL EXPERIENCE:-**

.>Completed six month job training in Lords Plaza Hotel,Ankleshwer (Gujarat).in front office department.(till 24<sup>th</sup> Dec'2010)

.> 01 year worked in The Fern Residency, Gurgaon (Haryana) in Front office department as Front office Assistant.(27<sup>th</sup> Dec'2010 to till 07<sup>th</sup> Jan'2012)

.> 01 year worked In Hotel JaisalVilas,Jaisalmer (Rajasthan) in Front office department as Front office Executive. (08<sup>th</sup> Feb'2012 to till 28<sup>th</sup> Feb'2013).

.>1Year worked In Lords Inn Hotel,Kandla (Gujarat) in Front office department as Front office Executive. (10<sup>th</sup> Mar'2013 to till 13<sup>th</sup> Jan'2014)

.>2.5 Year worked with Nidhivan Hotel and Resorts (JHM Group),Varindavan (Mathura) in Front office department as a Assistant front Office Manager.(15feb'14 to till 21<sup>st</sup> November 2017)

### **CURRENT PROFILE:-**

.> Presently I am working with Hotel Comfort.Bhaurch Gujrat in Admin department as a Admin Manager.(Since 18 Jan'2021)

### **RESPONSIBILITIES:-**

- Compilation and reviewing of daily reports, logs and Lists.
- Checklist of the arrival and departure.
- Reserve room and managed front desk operation.
- Guided guests on the facilities of the hotel.
- Lead to the team and developed under trainee.
- Handled guest's requirements and ensured they were served in timely manner.
- Supervise day to day running of the front office.
- Making Duty Roster according to hotel position.
- Completion of cashier and closing reports.
- Ensure that high standards are delivered to the guests.
- Ability to work under high pressure..

- Assist with the duties of other departments that have limited staff.

**ACHIVEMENTS:-** Taj mohtsav

**HOBBIES & INTERESTS:**

- Playing badminton,
- Traveling,
- Hardwork is my hobby
- Reading books and newspaper.

**PERSONAL INFORMETION:-**

- Husband name : Mr. ManojYadav
- Date of birth : 26<sup>th</sup> March'1989
- Sex : Female
- Material status : Married

Permanent Address

Flat no 83Gound Floor  
Sector- 36A Block -C  
Suncity,Rohtak Haryana- 124001

- Language Known : Hindi, English and basically French
- Nationality : Indian

**DECLARATION**

- I hereby declare that the above mentioned particulars are true to the best of my knowledge & belief.

**Date :**

**Place : Haryana  
Asha Yadav**