

CURRICULUM VITAE

VINAY KUMAR

Contact No: 9999259512

O-506 Durvas Residency Nallasopara-vasai Link Road

Near -Dmart

Vasai Road East, Palghar Maharashtra

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Carrier Objective:

To work hard in competitive and challenging environment of corporate private sector where the primary skills are communication & dynamic personality.

Academic Qualification:

- Graduation from J.P University, Chhapra (Bihar) in 2010.**
- 12th Passed from T.P.S College Chhapra(Bihar) from B.S.E.B Patna in 2007.**
- 10th passed from L.N.B High School Chhapra(Bihar)from B.S.E.B. Patna in 2005.**

Professional Qualification:

- MBA in Hotel management from A-IHM Ghaziabad UP.**
- I have done 5 month industrial training From Centaur Hotel, I.G.I,Airport New Delhi.**
- Worked in various Departments like Front Office , Housekeeping, Food & Beverage Service.**
- I Have 3 Year Work Experience In Front Office As a Front Office Associate.**
- Presently Working at Hotel Aureole As a Front Office Assistant.**

- I have 1 year Experience As a Front office Assistant in Hotel Resort.**
- I Have 1 Year Experience As a Front Office Assistant In Hotel Milan International.**
- I have 1 year Experience As a Front office Assistant in Hotel Ajanta.**

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- Area of Preference – Front Office.**

Extra-Curricular:

Advance Diploma Course in Computer Application.

Interest & Hobbies:

-Listening Music.Watching Business News.

- Meeting new Ante ties. Reading Book.

My Job Profile :

Front Office Associate

Customer care. : Security system

Report development : Meeting Planning

Package and deliveries : Office Equipment Trouble Shoot

Mail Management

Summary :

¥ Maintained an updated database of guest check-ins checkouts and fees.

¥ Tracked staff schedules and called for outside maintenance as needed.

¥ Responded to guest complaints in a professional courteous manner.

¥ Managed multiple phone lines while attending to guest issues.

¥ Reviewed daily listings of reservations to look for and correct booking errors.

¥ Ensured that special accommodations were made for guests when appropriate.

¥ Coordinated with other staffing departments to ensure solid guest relations.

¥ Managed all guest relations and updated scheduling database.

¥ Transferred calls to the correct department.

Family Details

Father :Shree Sarvdeo Thakur

(Government Employee)

D.O.B: 17.01.1991

Nationality: Indian

Marital Status: Unmarried

Gender : Male

Language:Hindi, English

(Vinay Kumar)

