



Pankaj Singh

Address: - Village – Semana, Post – Manoharpur, Polish Station – Daspur, WB - 721232

Mobile No. +91-6297805292

Email Id: - www.pankajsingh2001@gmail.com,

OBJECTIVE.

To be a part of the Esteemed Organization and to exploit the potential for the achievement of individual as well as Organizational goals, I visualize myself as an enthusiastic and co-operative team member, exploring my creative potential to the fullest extreme and contributing to my employer organization to the best of my capacity & proved to be asset of the Organization.

PROFESSIONAL EXPERTISE

Management Reporting

Aptitude for Learning, Honest & Hardworking.

Compatibility and Flexibility to work anywhere under challenging circumstances.

File Management

ABILITIES & SKILLS

Excellent Communication

Creative Thinker

Avid Team Player

Quick Problem Solver

Innovative Idea Creation

Organized & Can Prioritize

PERSONAL INFO

Pankaj Singh

S/o Shree Shiv Kumar Singh

Date of Birth 02nd March -2001.

Marital Status – Un-Married.

Language – Hindi & Bengali.

Mobile No.: +91-6297805292

Email:

www.pankajsingh@gmail.com

ACADEMIC QUALIFICATION

- Passed ITI 2019 - from Bhubaneswar.
- Passed 12th 2019 - from Manoharpur Sri Ramakrishna High School. WB
- Passed 10th 2017 - from Samana Prankrishno High. WB.

COMPUTER SKILLS

- Basic Course Completed in MS-Office & MS-Excel.

WORK EXPERIENCE

GSA – (Guest Service Associate)

- **M/s Citrus Hotel & Resort – Mahabaleshwar.**
(26th – July -2019 to 10th - December – 2020).
- **Kyriad Hotel – Group of OTHPL Nashik** (11th - December- 2020 To Till Now.)

DUTIES AND RESPONSIBILITY.

- Working in all electrical items check & repair.
- Working in all property check in electrical items & mechanical items.
- Working in stock maintained and Coordination all department.
- Maintained record of receipt & Issue of material.
- Documentation of all official preparation of bills, Invoice and Challan.
- Keeping the material for location & record of short stock.
- Preparing Monthly Stock statement, Requirement and Short fall.
- Timely update seniors on issues which may cause any problems.
- Oversees and maintain all equipment.
- Create training and maintenance guidelines for the company.
- Maintenance clean & safe working environment.
- Responds and attend to all request for maintenance & electrical work.

Thanking You.

Yours Faithfully,

Pankaj Singh

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