



AJAY SINGH

Address for Correspondence: Village-DhuriyaHarsan P/O-HaripuraUttarakhand (India)
Mob No: +917668848809 E-mail: ajaysingh66461@gmail.com

Objective

- To work in the challenging field to make full use of my abilities, developing both personal and interpersonal skills, along with sincere contribution to the organization's growth and goals.

Summary of qualifications

- Greet clients and set a positive office atmosphere
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary
- Create and maintain updated documents and spreadsheets
- Oversee sorting and distribution of incoming mail
- Prepare outgoing mail (envelopes, packages, etc.)
- Operate office equipment, such as photocopier, printers, etc.
- Organize bookkeeping and issue invoices/checks
- Record meeting minutes and dictations
- Perform inventory of office supplies and order what is needed

Academic record:

- Completed One year of Hotel Management Diploma course from Achieve institute of Hotel Management (Barhani, Bazpur) U.S.N (Uttarakhand) India in 2015-2016
 - Intermediate done from CBSE Board in 2019.
 - High school done from CBSE Board in 2015.
 - i have done one year diploma also in computer .
-

Experience:

- 6 month industrial training from hotel Ramada Hotel (Jaipur) From 1st October 2016 to 30 March 2017.
- 6 month job training as a FOA From Hotel The Bliss in Kashipur Uttarakhand From 5th May to 28 October 2017.
- 1 year job as a FOA from The Banyan OSR Resort Chhoi Ramnager Nainital (25Nov2017 to 22 Oct 2018).
- 1 year job as a FOA from The Manor Hotel Kashipur (2019 to 2020).
- Worked as a front office Assistant Aveo By Amatra Hotel Gateway of Corbett Kashipur Uttarakhand (2020 to 2 Feb 2021)
- 8 Month worked as a front office assistant(The Baagh Resort) patkot Ramnager Nainital (6 March to 16 Oct).
- Currently working with (kaara Anantra Resort) Gebua Belparo Chhoi Ramnager Nainital.

COMPUTER KNOWLEDGE:

(M.S WORD, EXCEL) HMS, IDS Software Knowledge.

Personal Data

Name.	:	Ajay singh
Father's Name.	:	Mr. Moti singh
Date of Birth	:	02.08.1998
Gender	:	Male
Nationality	:	Indian
Marital status.	:	Married
Religion	:	Hindu

Languages Known : English, Hindi

Interests and Hobbies: Making Friends, Traveling

Declaration:

I do here by declare that the information furnished above is true and correct to the best of my knowledge.

Signature

(Ajay Singh)