



**AJAY SINGH**

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**Address for Correspondence:** Village-DhuriyaHarsan P/O-HaripuraUttarakhand (India)  
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**Objective**

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- 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**

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- 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:**

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- 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 .

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**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 to2020).
- 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)