

CURRICULUM VITAE

SUBASH RANA

H NO.10-A, Shere Punjab Avenue,
B/S Indra Colony, Majitha Road, Amritsar.
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Carrer Objective:

- To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.

Education Qualification:

| Qualification | School/college | Board | Year of passing |
|----------------------------|---------------------------------|-------|-----------------|
| Bachelor of Science (HMCT) | Global Institute, Amritsar | PTU | 2020 |
| 12 th | Bhabha Sen Sec School, Amritsar | PSEB | 2012 |
| 10 th | Bhabha Sen Sec School, Amritsar | PSEB | 2010 |

Achievements:

- Inter School Cricket Tournament 2010, Amritsar.
- Diploma in Office and Management (July 2010 to December 2010).

HOUSEKEEPING ACTING:

- Responsible for assigning colleagues their duties and inspecting work for performance prescribedstanders of cleanliness
- Investigated complaints regarding Housekeeping service and equipment, coordinating workactivities among departments.
- Responsible for the training and on the job training to explain work procedures and to demonstrate the use and maintenance of equipment
- Responsible for the inventory of stock to adequate supplies.
- Responsible for the lost & found.

Work Experience:

| Sr no. | Organisation | Designation | Date of Joining | Date of Completion |
|--------|-----------------------------------|---------------------|-----------------|--------------------|
| 1. | Crown Plaza Doha West Bay (Qatar) | Room Attendant | 16-Sep-2022 | 17-Oct-2023 |
| 2. | Ramada by Whyandhan, Amritsar | Room Attendant | 18-Mar-2022 | 31-Aug-2022 |
| 3. | Hyatt Regency , Amritsar | Room attendant | 10-Aug-2021 | 31-Jan-2022 |
| 4. | The Lalit Hotel in Mumbai | Industrial Training | 26-Dec-2018 | 11-May-2019 |
| 5. | Ramada by Whyandhan, Amritsar | Job Training | 15-Oct-2019 | 29-Feb-2020 |

CERTIFICATION AND COURSES:

- Certification of appreciation (Crown Plaza Doha Best Bay FIFA 2022 QATAR)
- Social Media Champ - April 2023 (Crown Plaza Doha Best Bay (Qatar)
- Certification of appreciation- September-2023(Crown Plaza Doha Best Bay(Qatar)
- Certification of appreciation- September-2022 (Crown Plaza Doha Best Bay(Qatar)

Key Skills:

- Administrative skill
- Computer skill
- Time management skill
- Interpersonal skill
- Hard working
- Creative

Personal Details:

- Father Name : Mr. Dharam Singh Rana
- Mother Name : Mrs. Sunita Devi
- Date of Birth : 20/08/1993
- Nationality : Indian
- Religion : Hindu
- Language Known : Hindi, English, Punjabi

Declaration:

Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself and serve your esteemed organization for which act of

Magnanimity I shall be very grateful to you.

(Subash Rana)