

CURRICULUM VITAE

SUBASH RANA

H NO.10-A, Shere Punjab Avenue,

B/S Indra Colony, Majitha Road, Amritsar.

Email id: subashsinghrana09@gmail.com

Contact no.8528591568



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
<u>Bachelor of Science (HMCT)</u>	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 Mangement (July 2010 to December 2010).

HOUSEKEEPING ACTING:

- Responsible for assigning colleagues their duties and inspecting work for performance prescribedstanders of cleanliness
- Investingated complaints regarding Housekeeping service and equipment,coordinating workactivities among departments.
- Responsible for the training and on the job training to explain work procedures and todemonstrate 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)