

# SANJEEV KUMAR

✉ sanjeevkumar755201@gmail.com

📞 7465865642

📍 Village - Khamriya Azampur Post& teh- Meerganj District - Bareilly Pin code- 243504 State - U.P



## EXPERIENCE

- - \* Currently working(from Aug 2023 to till now)as a HK supervisor at Shyama sarovar portico hotel 🏨 and resort Orai kanpur..(6 banquet hall...and....72 keys hotel).
  - \* Has been worked as HK senior GSA at Park inn by Radisson hotel 🏨 Surat .October 2022 to August 2023.(93 keys hotel).
  - \*Team members of classification team sucessfully completed the 4 Star (Park inn by Radisson hotel Surat)
  - \*Has been worked as a HK GSA and desk attendant at Tuli imperial hotel Nagpur.from September 2021 to oct 2022.(98 keys hotel).
  - \*On job training has been done Vits Shalimar hotel 🏨 Ankleshwar.from September 2020 to August 2021.(48 keys hotel).

## EDUCATION

2014	<b>10th</b> UP board allhabad 1st
2016	<b>12th</b> UP board allhabad 1st
2020	<b>Diploma</b> Pratham education foundation Lucknow A
2018	<b>DCA</b> Krishna online solution Meerganj Bareilly A

## SKILLS

\*Good communication skills have high level persuasiveness can work effectively in them ,as well as individually have good inter personal skills. \* Preparing housekeeping report, minibar sals report, laundry report, consumption report etc. \*Preparing inventory at the end of the month. \* Maintained exceptional standard of cleaningness and performance.

## PERSONAL DETAILS

Name - Sanjeev Kumar  
Date of birth- 05/08/1996  
Father's name-Mr Ram kumar  
Permanent address - Khamriya ajampur  
Post & Teh- Meerganj  
District - Bareilly (UP)  
Pin code - 243504  
Hobby - Book reading and singing and dancing  
Gender - Male  
E mail - sanjeevkumar755201@gmail.com

## **DUTIES OF RESPONSIBILITIES**

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- @ To ensure that the staff are aware of there's hours of work and that they adhere to the planned duty roster.
- @ To instruct the staff in cleaning routines and schedule.
- @To inspects and record room status regularly and liaise with the reception desk.
- @To issue the relevant key's keep track of them and get them safely back.
- @To supervies the staff involved in the cleaning and starting up the banquet hall meeting rooms and other events venues.

## **COMPUTER PROFICIENCY**

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- System knowledge-
- @ IDS
  - @ Opera
  - \* consumption report, Minibar report, linen report

## **ACHIEVEMENT**

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- \*Hard work
- \*Responsible
- \*Good communication
- \*I have got tree brawo park inn by Radisson hotel Surat .
- \*Ihave got one FOH Shyama srover portico hotel and resort Orai
- \* One guest appreciations later Shyama srover portico hotel and resort Orai