

# **CURRICULUM-VITAE**

## **DEEPAK SOLANKI**

**V.P.O –Achhej**

**Dist.-Jhajjar**

**Haryana(124106)**

### **Contact Information:**

**Mobile: +91- 8607682032**

**E-Mail:-deepaksolanki828@gmail.com**

### **Personal Detail:**

**Father Name :Mr. Bhoop Singh**

**Occupation-Farmer**

**D.O.B: June 01, 1994**

**Gender: Male**

**Nationality: Indian**

**Marital Status: Married**

**Languages Known: English and Hindi,**

## **CAREER OBJECTIVE:-**

To achieve the height of the corporate world with loyalty, dignity and hard work, that will provide growth opportunities with effective utilization of my skills and also the opportunity to learn more in a professional atmosphere.

## **Professional Qualification**

Bachelor in Hotel Management from Maharshi Dayanand University Rohtak.(2015)

## **Academic Qualification:-**

- 12<sup>th</sup> pass in 2012 from HBSE board (75%)
- 10<sup>th</sup> pass in 2010 from HBSE board (85%)

## **INDUSTRY TRAINING EXPERIENCE**

Hotel-Pride KC Hotel and Spa Panchkula      Duration-20 weeks

## **WORK EXPERIENCE**

- Hotel Quality Inn by Choice Hotels ,Gurgaon (August 2022 to present)  
Designation: Assistant Front Office Manager
- Hotel Quality Inn by Choice Hotels ,Gurgaon (August 2020 to July 2022)  
Designation: Duty Manager
- Hotel Quality Inn by Choice Hotels ,Gurgaon (August 2018 to July 2020)  
Designation: Front Office Executive
- Hotel Haut Monde, Gurgaon (May 2017 to August 2018)

Designation: Front Office Supervisor

- THE PICCADILLY, Janakpuri New Delhi (Sept 2016 to April 2017 )

Designation: Front Office Assistant

- THE MAPPLE EXOTICA, Chattarpur (Jan,22, 2015 to Aug.18,2016 )

Designation: Front Office Assistant

## **Duties & Responsibilities**

- ✓ **Overseeing the front Office operations.**
- ✓ **Handling reservation.**
- ✓ **Handling channel manager (Axis rooms)**
- ✓ **Check all check-out bills with all correspondence on daily basis and hand over to accounts dept.**
- ✓ **Be ensure for smooth function in front office and lobby.**
- ✓ **Be ensure to solve the guest problem.**
- ✓ **Follow up outstanding payment.**
- ✓ **Taking care of VIP guest.**
- ✓ **Check c form detail on daily basis.**
- ✓ **Staffing & Briefing.**
- ✓ **Report to General Manager.**
- ✓ **Coordinate with all dept.**
- ✓ **Ensures all folios are correctly maintained and payment received as per billing instructions given.**
- ✓ **Ensures guest privacy, safety and security at all times within Hotel premises**
- ✓ **Maintain guest history.**
- ✓ **All company policies and procedures laid down by the management are followed.**
- ✓ **Maintain good relation with all guest.**
- ✓ **Coordinate with sales team for maximizing the revenue.**
- ✓ **Operating System WINHMS, Hotelogix & IDS**

---

	Write	Speak
1.ENGLISH	YES	YES
2. HINDI	YES	YES

---

Computer Skills	Level of proficiency
Operating System (Windows)	-GOOD
Word Processor (MS Word)	- GOOD
Spreadsheet (MS Excel)	- GOOD
Slide Presentation (MS PowerPoint)	- GOOD
Internet	- GOOD

---

- Operating System (Windows) -GOOD
- Word Processor (MS Word) - GOOD
- Spreadsheet (MS Excel) - GOOD
- Slide Presentation (MS PowerPoint) - GOOD
- Internet - GOOD

## **EXTRA CURRICULAR INTERESTS / SPORTS**

1. LISTENING SONGS

2. VOLLEY BALL

**Declaration:-**I hereby declare that the information provided is true to best of my knowledge and I will provide full of efforts to the organization.

**Signature**

**Date**