

CURRICULUM VITAE

PERSONAL DETAILS

YOUR NAME

Residential Address B-23/12, South Anarkali
Krishna Nagar
Delhi - 110051, India

Date of Birth 07th April 1994
Nationality Indian
Passport No. K7555555
Valid Up to 12th August 2022

Cell Phone +91 9999999999
E-Mail Address TEST@gmail.com



CAREER OBJECTIVE

To gain hands on experience of the technical needs and skills of the Hospitality Industry; which would in turn enhance the knowledge that I would be acquiring and create a global platform for my career.

EDUCATION HISTORY

April 2011 – April 2012	AHTM (Aviation Hospitality Travel Management) , Delhi, New Delhi, India Diploma in Hospitality and Travel Management			
March 2011	Guru Harkishan Public School, Loni road, Shahadara, Delhi Senior High School Certificate equivalent			
March 2009	St. Andrew Scots School IP Extension, IP Extension, Delhi High School Certificate equivalent			
	YEAR	QUALIFICATION	BOARD/ UNIVERSITY	SUBJECTS
	2009	10 th	C.B.S.E	Hindi , English , Math , Science and Social Studies
	2011	12 th	C.B.S.E	Arts with Physical education
	2011-2012	Diploma in Hospitality and Travel Management	Frankinn	<ul style="list-style-type: none">•Food And Beverage Service Management•Food And Beverage •Front Office Management•Housekeeping Management•Restaurant & Bar Management

WORK/TRAINING EXPERIENCE

10th Nov 2013 - 10th Aug, 2014

**Cafe Buddy's, Noida, Uttar Pradesh
Hoste: Store Supervisor**

Responsibilities:

- Staff Management
- Attending Customers
- Taking DSR

08th April 2011 – 01st October 2013

**Corporate Suits Hotel
Area: Front Office**

Responsibilities:

- Booking Accommodation (Rooms)
- Attending Customers
- Front officer Account Handling

OTHER SKILLS AND CERTIFICATES

Computer skills:

- Microsoft office applications (Word, Excel, Office, PowerPoint) – Basic.

Language Skills (Basic, Intermediate, Excellent, Native Tongue):

- English - Intermediate
- Hindi - Excellent

PERSONAL COMPETENCIES

- Self-motivated
- Punctual & Disciplined
- Committed

DECLARATION

I solemnly affirm and declare that the above forgoing information given by me is correct and truthful to the best of my knowledge. I believe nothing as being surpassed in the above mentioned Information.

Signature

YOUR NAME