**

Sidhant

[Sidhant.335915@2freemail.com](mailto:Sidhant.335915@2freemail.com) 

***Profile***

\***Front-office Admin \* Cooking \*Arranging small event managements**

**\* Housekeeping management**

I am an "Aspiring Plus Size Model". My career goal is to work very hard and strive to achieve to be the best I can be in my career. To obtain a career position in a thriving company, working in a safe, friendly, and productive environment, where I can use my skills to the best of my ability that would benefit myself, the company and all those around me.

**Areas of Expertise**

|  |  |
| --- | --- |
| * Cooking (south & north Indian) | * Chinese (veg and non veg) |
| * Chats items | * Short term deserts & Sweets |
|  |  |

**professional qualification**

|  |  |  |
| --- | --- | --- |
| **Diploma/Aggregate** | Diploma in Hotel management(6 months) | Feb 2014 |
| **Certificate** | Institute of hotel management,D.D colony ,Vidyanagar Hyderabad(A.P, INDIA) |  |

**PRE-DEGREE COURSE** Osmania University, Hyderabad (2years) 2007 to 2008

**S.S.C** Govt High school, Nayabazar, Bade chowdi, Hyderabad (54.16%) 2006

**Professional Experience and Significant Achievements**

STERNON REAL ESTATE

**OFFICE ASSISTANT DEC 2014 to Present**

**Work profile**:

1. Answer phones and transfer to the appropriate staff member
2. greet public and clients and direct them to the correct staff member
3. monitor incoming emails and answer or forward as required
4. maintain office filing and storage systems
5. fax, scan and copy documents
6. monitor and maintain office supplies
7. ensure office equipment is properly maintained and serviced
8. perform work related errands as requested such as going to the post office and bank
9. keep office area clean and tidy
10. Arranging meetings with food & beverages
11. Breakfast, lunch, evening snacks and dinner preparation in MD’s house
12. Procurement of vegetables, grains and daily groceries etc for daily consumption.

V**ISHAKA INDUSTRIES (P) LTD**

**COOKER MAY 2013 to SEP2014**

**Work profile**:

1. Housekeeping supervisor at M.D. house

2. Arranging meetings with food & beverages

3. Lunch arrangements (for 25 to 30 persons per day)

4. Special arrangements (traditional Indian styles) to foreign visitors

5. Breakfast, lunch, evening snacks and dinner preparation (for 25 to 30 peoples daily)

6. Procurement of vegetables, grains and daily groceries etc for daily consumption.

WELLSFARGO (P) LTD, HYDERBAD

**HOUSE KEEPING SUPERVISIOR 2009 *– 2010***

**Responsibilities:**

1. Manpower management for housekeeping.

2. Board meeting and visitors meeting arrangements.

3. Full filling the requirements of employees related to food, office materials etc

**Personal details**

Date of Birth 27-05-1990

Marital status Single

Languages: English, Hindi, Telugu, Kannada and Marati

Interests and Pastimes: Reading, Movie’s and Painting

**Description:**

The above given information is true to the best of my knowledge.