

 CURRICULUM VITAE



Contact HR Consultant for CV No: 2073588

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

 **OBJECTIVE :** To work in an international environment where creativity combined with objectivity is

 achiveable and also provide chance to present or upgrade technical skills in order to achieve overall

 organizational team goals and provide ideal best customer supporting role.

#### SUMMARY OF ACADAMIC QUALIFICATION

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| --- | --- | --- |
|  **EDUCATION** |  **EDUCATION BOARD** |  **DURATION**  |
| **POST GRADUATION DIPLOMA** | **HOSPITALITY FRANKFINN ICM UK** | **Year 2015** |
| **BACHOLAR OF ARTS**  | **SUNRISE UNIVERSITY** | **Year 2014**  |
| **PRE UNIVERSITY** | **GWALIOR BOARD** | **Year 2010** |

**CERTIFICATIONS :** Galileo , Gds , Travel port , Fadelio

**STRENGTH :**  Positive attitude with strong determination and hardworking .Quick learner and Good communication skills.

**EXPIERINCE:**

COUNTRY CLUB HOTEL : SALES AGENT

* *Duties: Selling a range of products and services, to both new and existing clients.*
* *Working on high quality appointment setting campaigns.*
* *Making B2B outbound telesales calls. Conveying technical information to customers.*
* *Closing sales and making plans to gain repeat business.*
* *Booking appointments for sales representatives to visit potential customers.*
* *Using Word & Excel to write reports and create invoices.*
* *Maximising every sales enquiry.*

CITY TOWER HOTEL : RECEPTIONIST : 2016

* *Welcoming guests to the hotel in a polite, friendly and helpful manner.*
* *Dealing with late arrivals and assisting with early check-outs.*
* *Check out departing guests using the hotel’s accounting system.*
* *Taking payment from guests in the form of cash or credit cards.*
* *Answering telephone inquiries promptly & professionally & transferring calls on.*
* *Being a point of contact for guests should they have any queries.*
* *Arranging for brief tours of the hotels rooms and facilities.*
* *Operating switchboard and directing calls appropriately.*

FOOD AND BEVERAGES SUPERVISOR

* *Scheduled and trained employees and ensured proper coverage.*
* *Checked restaurant on high quality food and food presentation.*
* *To inform about daily events, conducted pre-shift meetings of employees.*
* *Supervised check or credit policies and procedures and cash handling.*
* *Regularly greeted customers, took reservations, served food and beverages and maintained the reservation book if necessary.*
* *Made sure that side work duties were complete and tables were properly set before, during and after opening hours.*
* *Responsible for performing other related duties as assigned.*

 IBM DAKSH : Customer Service Executive : 2010

* *Worked on customer relationship management operations US post sales .*
* *Properly directed to inbound calls to phone quires to improve call flow.*
* *Provide accurate and appropriate information in response to customer quires.*

PERSONAL INFORMATION

NAME : PUSHPRAJ

E- MAIL ID : PUSHPRAJ.SHOURIE@GMAIL.COM

FATHERS NAME : RAJEEV KUMAR

DATE OF BIRTH : 06-DEC-1990

PLACE OF BIRTH : YAMUNANAGAR

GENDER : MALE

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

RELIGION : HINDU

LANGUAGES KNOWN : ENGLISH , HINDI , PUNJABI

PASSPORT NUMBER : J2452384

**Declaration**: Respected Sir / Madam.

 Sub: Application to any Suitable job in your organization

 I here-by declare all the above details are true to my knowledge.

**DATE : / / 2016 Yours Faithfully**

**PLACE : DUBAI (PUSHPRAJ)**