**CURRICULUM VITAE**

**AMIT**

**AMIT.362894@2freemail.com**

**OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**SPECIALIZATION**

* Front Office

**WORKING EXPERIENCE**

Having one year of experience in **The Grand New Delhi 5 Star Deluxe Hotel** as a Front Desk Agent.

 **ROLES & RESPONSIBILITY**

* Worked at Reception where I used to take FIT Check-In, Group Check-In & Check Out.
* Worked in a Communication Centre.
* Worked at Grand Club Reception where I used to take the Boardroom Meetings.
* Worked at Business Centre.
* Worked on Opera (PMS)
* Worked at Concierge.

**PROFESSIONAL QUALIFICATION**

* Completed B.sc Hospitality & Hotel Administration from Chandigarh Group of Colleges, Landran, Mohali (Punjab)

**PROFESSIONAL EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year of Passing** | **Percentage Secured** | **Board** |
| B.sc H&HA | 2013-2016 | 73.46% | NCHMCT |
| 12th | 2012-2013 | 66% | CBSE |
| 10th | 2010-2011 | 66% | CBSE |

**PROFESSIONAL TRAINING AND CERTIFICATION**

* Completed 17 weeks of Internship Programme from **The Leela Ambience Convention Hotel** Delhi.

**STRENGTH**

* Quick learner and a team Leader.
* Honest and a hardworking person.
* Adjusting and empathetic person
* Well-disciplined and punctual.
* Good communication and interpersonal skills.
* Positive attitude towards work and life.

**HOBBIES**

Singing Songs, Playing Guitar, Swimming, Playing Badminton

**PERSONAL DETAILS**

AGE : 22 Years

GENDER : Male

NATIONALITY : Indian

LANGUAGES KNOWN : English, Hindi & Punjabi

BLOOD GROUP : AB+ve

DATE OF BIRTH : 14th February 1995

**DECLARATION**

I hereby, declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place:** Abu Dhabi (United Arab Emirates)