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|  |  | arank**OBJECTIVE**To work in an environmentwhich encourages me to succeed and growprofessionally by challenging me and where i canutilizemyskills and workexperienceappropriately**WORK EXPERIENCE****February2017 - September 2018****Staff Supervisor • My job role**therewas to supervise the workers and make sure thattheyserved in their full potentialOctober 2018–March 2019**Expense Manager** • **My job role** as the expense manager was to maintain a record of the day to dayexpenses and to make sure that all the requiredthings are provided to the general staff and to the kitchen staff. I had to make sure that all the groceryneedswerefulfilled on time April 2019–September 2019**Assistant Manager •** As the assistant manager, myrolewas to ensurethat the rooms of the hotelwerealways clean and up to the mark. I had to make sure that the curtains,bedsheet and the pillowcoverswerealways clean and the room alwayssmellfresh. Customer satisfaction wasmypriority,all therequeries and troubles were to besolved by me. MyResponsibilitywas to make sure theyhad a good experience in the hotel, from check-in till check-out. Be itprovidingtaxi’s or guides itwasmyresposibility. EDUCATIONAL QUALIFICATION AND EXPERIEnCE2016- Delhi Public School**High School (10+2)****Pursuing B.A English Literature****1st Year- RDVV (Rani DurgavatiVishwaVidhyalaya)****69%****2ndYear- RDVV (Rani DurgavatiVishwaVidhyalaya)****67.75%****Certification of Experiencefrom the DophinHotel&Family Restaurant.**CommunicationI like to lead, an alpha male. Like to getinto conversations and interactwith new people. Being a multi-lingual person ,itmakesiteasy for me to talk to people fromdifferentlocalities. Myagemakesiteasier for me to adapt to new changes and face new challenges and succeed .Compétences en leadershipI startedworking as a supervisor, and graduallyworkedmyway up to the assistant manager. I have been working on part-time basis since i was a 16 yearold teenager. I am a highly self drivenpersonready to face anykind of challenges thrown on myway to success.  |
| **DOB** -**January 21, 1998** |
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| PERSONAL DETAILSNATIONALITY- IndianGENDER-MalePASSPORT EXPIRY-07-04-26VISA EXPIRY- 06-01-19MARITAL STATUS- Single**WIlling to Work as desired by the by the company.****SKILLS –** **Customer Satisfaction****Customer Service****Teamwork****Staffing****Planning****PerformanceManagement****Administrative Assistance****Office Administration****Verbal Communication****Phone Etiquette****Supervision****SkilledMultitasker** |  |