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MANISH

E-mail: manish.382595@2freemail.com

**CAREER OBJECTIVE**

* To become anAdministration professional. To makeeffective use of my management skills, training experience and education background for the success of organization. As well as for my personal growth and professional objective.

**WORK EXPERIENCE**

* Presently working in Hinduja Global Solutions Limited, Vashi, Navi Mumbai, India as “Customer Relation Officer” since November 2017.
* Worked in Holiday Inn- Embassy District, Bur Dubai from08/11/2015 to 26/09/2017.
* Worked in “Flora Grand Hotel”, Al Riqqa, Dubai, UAE a 4 star hotel from 12/11/2011 to 22/02/2015.

**INTERNSHIP**

* Have successfully completed Industrial Exposure Training of 20 weeks from Oct 2009 to March 2010 as per the university curriculum, trained at Burjuman Arjaan (Rotana),Dubai.

**EDUCATIONAL QUALIFICATION**

* Passed lateral “Degree in Catering and Hotel Administration” (ALAGAPPA UNIVERSITY), India in May 2013 with 73.6% marks
* Passed “Diploma in Hotel Administration” a 3 year course from Merit Swiss Asian School of Hotel Management, Ooty in May 2011.
* Completed schooling till ‘Higher Secondary’from Dubai, UAE.

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**COURSES COMPLETED:**

* “Executive Secretary/ Administrationwith MS Office” course from Aptech Institute, Dubai, UAE.

**LANGUAGES KNOWN**

* English, Hindi, Malayalam

**SUMMARY OF SKILLS**

* You will find me punctual, disciplined, hardworking and team player
* Listening music, surfing net
* Creating Friends

**PERSONAL DETAILS**

Date of Birth : 08th September 1990 Age: 27 years

Gender : Male Nationality : Indian

Interest : Listening music, watching movies, Creating Friends

* 2 -