

RESUME



MAHENDRA SINGH KAURAV

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Address : GolPahadiya , Navgrah Colony Sector No.1
Gwalior, 474001

CAREER OBJECTIVE :

- *I am career oriented person and stick on my target giving 100% without caring setbacks. I want enhance my skills and knowledge under your guidelines on that much big platform.*

PROFESSIONAL SKILLS :

- *Basic knowledge of computer.*
- *I have knowledge of IDS software system.*
- *I have knowledge of GLOBAL software system.*

ACADEMIC QUALIFICATION :

- *10+2th from Madhya Pradesh Board of Secondary Education Bhopal in 2017.*
- *10th from Madhya Pradesh Board of Secondary Education Bhopal in 2015.*
- *Completed Graduation, Bachelor Degree in Hotel Management & Catering Technology, From Jiwaji University Gwalior.*



PERSONAL SKILLS :

- *Honestly, Disciplined, Punctual and ability to remain calm even in a conflict situation.*
- *Ability to work for flexible time .*
- *Easily interact with people , Good inter personal behavior, complete work within the giving time.*

WORK EXPERIENCE :

- *Industrial Training **Shiv Vilas Resort , Jaipur** from 29 January 2019 to 30 June 2019.*
- *6 month Experience in Hotel Grand Xenia as a **FRONT OFFICE ASSISTANT.***
- *1 Year and 6 months **Experience in National Institute of Medical Science,(NIMS Hospital) Jaipur ,** as a **FRONT OFFICE EXECUTIVE.***

OPD, IPD ADMISSION, OPD BILLING, IPD BILLING.

PERSONAL PROFILE :

Father Name : Mr. Narayan Singh Kaurav

Date of Birth : 26 October , 1998

Nationality : Indian

Language known : Hindi & English

Hobbies : Fitness Training , Cricket , Reading Books.

PLACE :

DATE :

(MAHENDRA SINGH KAURAV)

