

## **CARRICULUM VITAE**

### **RAJENDRA SINGH ( RAAZ)**

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### **OBJECTIVE:-**

*To seek an opportunity and my challenge for contribution in growth and developement to your esteemed organization with my knowledge and efforts in excellent working environment for enhancing my skills.*

### **PROFESSIONAL QUALIFICATION**

*I have complete 1 year diploma in Hotel Management Aviation And Travel & Tourism From The Hotel School, Haldwani, Uttarakhand.*

### **EDUCATION QUALIFICATION**

- I- Intermediate from Vikekanand Vidhya Mandir, Madkote, Munsyari, Pithoragarh, Uttarakhand.*
- II- Matriculation from Sant Dayanand Vidhya Mandir, Munsyari, Pithoragarh, Uttarakhand.*

### **WORK EXPERIENCE**

#### **\* REDISSON BLU, RUDRAPUR, UTTARAKHAND**

( Carlson Rezidor Hotel Group )

( 13 May 2019 - 16 Nov 2019 )

Working as as a Traine.

#### **\* HOTEL GRAND DÉCOR, JAIPUR, RAJASTHAN**

( A Unit Of Yogesh Kumar Jain Rajesh kumar jain )

( 18 Feb 2020 - 23July 2020 )

Working as a Front Office Associate.

**\* HOTEL GRAND DÉCOR, JAIPUR, RAJASTHAN**

( A Unit Of Yogesh Kumar Jain Rajesh kumar jain )

(24 July 2020 - 04 Dec 2020 )

Working as a Sr. Front Office Associate.

**\* HOTEL SUN CITY PLAZA, JAIPUR, RAJASTHAN**

(Sun City Plaza International )

( 05 Dec 2020 - Till Now )

Working as a Front Office Supervisor.

**DUTIES & RESPOONSBILITIES**

- \* Guest check-in and Check-out.
- \* Receiving and managing reservations made online and telephonic.
- \* Verifying Guest's Payment methods during check-in.
- \* Assisting room's to Guest and informing them of any special offered by the Hotel.
- \* organizing transport services for guest at their request.
- \* Providing to the guest information about the Hotel.
- \* Greeting and Welcoming all the guest's arriving at the hotel, This action set up a Positive interaction that reflects well on the employees.
- \* Known for their helpfulness and knowledge of the facility, Front Office Associate Direct People where to go at Hotel. For example, This Could Involve checking People into the computer system, Explaining Particulars about the room and amenities. Answering questions about food services or local transportation, and calling for assistance with their Luggage.
- \* Responds as well as solved different complaints of guest.
- \* Performs the tasks of attending as well as answering incoming and outgoing call.
- \* Have up to date daily room occupancy.
- \* Transfers respective calls to the concerned person of the department.
- \* Providing excellent guest service as per hotel standard.
- \* Overseeing VIP Guest arrivals and departure.
- \* Read and initials the pass-on log and bulletin board daily. Is aware of daily activities and meeting taking place in the hotel.
- \* Know the location and type of available rooms as well as the activities and services if the property.
- \* Handling phone calls local and international.
- \* Given proper and complete handover to the next shift.

**COMPUTER SKILLS**

- I- Knowledge of Hotel Software OPERA (ver. 5.0.1)
- II- Knowledge of Hotel Software IBS (ver. 3.05/4.02)
- III- Knowledge of ms word, ms excel, power point & internet.
- IV- Knowledge of Microsoft Outlook.
- V- Knowledge Of Hotel Chennai Manager. **(Maximojo)**

### **KEY SKILLS**

- *High energy and enthusiasm levels*
- *Flair for Customer service*
- *Team handling skills*
- *Good communication skills*
- *Speed Learner*

### **INTEREST & HOBBIES**

- *Travelling& Drawing*
- *Making New Friends.*
- *Listening Punjabi, Hindi, English songs*

### **PERSONAL PROFILE**

*Date Of Birth*        *6th June 2000*  
*Gender*             *Male*  
*Marital Status*    *Single*  
*Nationality*        *Indian*  
*Languages Knowr* *Hindi, English, Kumauni*

### **REFERENCE**

### **DECLARATION**

*I hereby declare that all the above information furnished by me is true to the best of my knowledge.*

*DATE .....*

*PLACE .....*

*Signature*

