



VINITH ADEPU

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To be part of this progressive company which offers opportunities for career growth and enhance my knowledge and talent for the development of both the organization and me and to deliver the responsibilities assigned to me to the best of my abilities utilizing all my knowledge being flexible and innovative.

A challenging position in administration department to achieve success in cutting edge tasks through constantly upgrading skills and experience.

Academic Detail:

Degree	Name of School/College	University/ Board	Year of passing
Diploma in Hotel Management	SPARK Institute of Hotel Management & Career	JNTE.CSD	2021
Higher Secondary School	MJPTBCWREIS	State Board of Telangana	2020
School of secondary Education	MJPTBCWREIS	State Board of Telangana	2018

PROFESSIONAL EXPERIENCE.

EMPLOYER -1

AVASA HOTEL

**Worked as Front Office Executive in AVASA Hotel Hyderabad.
From 08-02-2021 to 09-06-2021**

EMPLOYER-2

ZETWERK

- **Joined as ADMIN ASSISTANT At ZETWERK MANUFACTURING BUSINESSE PVT.LTD on 05th JULY**
- **Promoted As ADMIN OFFICER From July 1st**

Job Profile:

- Monitoring monthly attendance of all regular & temporary staff
- Maintain all the records of Administration
- Arrange First aid facilities, housekeeping monitoring for office & Staff Accommodation
- Maintenance of establishment of office equipment
- Travel & hotel arrangement for employees, clients and company guests
- Responsible for staff mess arrangement in company provided guest house
- Liaison with Government and private agencies like electricity board, telecom service providers, hotels, travel agencies etc.

PERSONAL SKILLS.

- * Good Communication Skills
- * positive Attitude
- * Self-Motive

PERSONAL STRENGTHS.

- * Hard working Nature
- * Time management
- * Flexibility and Adaptability
- * Like to face the challenges & problems and solving the same
- * Ability to work as individual as well as group

- **PERSONAL DETAILS.**

- Date of Birth - 25-August-2002
- Languages known – English, Hindi, Telugu
- Permanent Address - 5-26 Ambakanti ,Kuntala ,Telangana 504-109

- **DECLARATION**

I hereby declare that all the details mentioned above are true to the best of my knowledge and belief

(vinith adepu)

