

PRADEEP KUMAR RANA

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Objective: - Seeking a challenging and encouraging career, with many opportunities to demonstrate my skills and scope for constant improvement through learning in a growing and dynamic organization.

Professional Experience:-

Currently working as **Front office Manager with Efcce Sarovar Portico Bhavnagar** since **5th May 2019 to till date.**

Assistant Front Office Manager with Keys Select Ludhiana Berggruen Group since 5th October 2017, Until 30 April 2019.

Duty Manager with Sarovar Portico Jalandhar since 1st February 2015 until 4 October 2017

Sr. Front Office Executive with Ramada Ahmedabad from 01st May, 2012 Till 15th January, 2015.

Front Office Assistant with Sarovar Portico Ahmedabad from 9 April 2011 till 31st May, 2012.

Front Office Assistant with The Claridges Nabha Palace Mussorie (Unit of Claridges Hotels and Resorts) From 01st July, 2010 Till 31st January, 2011.

Trainings:-

6 Months Job Training in Front Office with **The Claridges Nabha Palace Mussoorie** From 01st December, 2009 Till 05th May, 2010.

6 Months Industrial Training in Front Office, House Keeping and Room Service with **The Claridges Nabha Palace Mussorie** From 01st May, 2009 Till 05th November, 2009.

Professional & Academic Qualification:-

Diploma in Hotel Management From National Opening Institute (Aaffiliated to National Council Management & Catering Technology) November 2009.

Bachelor Of Arts (BA) From Shimla University.

12th from H.P. Board Dharamshala (**Non-Medical**).

10th from H.P. Board Dharamshala.

Computer Proficiency:-

Familiar with MS-Office, Internet and E-mail Applications.

Worked with popular Hotel Management Software such as Cartel, IDS Fortune Express, IDS 6i and Opera Express (Basic Knowledge only)

Achievements:-

Best Employee of the Month (January 2014) at Ramada Ahmadabad

Honest Person of the Month (September 2012) at Ramada Ahmadabad

Best Employee of the Month (August 2011) at Sarovar Portico Ahmadabad

Received Appreciation Letter in Front Of House at Sarovar Portico Ahmadabad

Personal Information:-

Date of Birth	:	04 th April, 1988
Fathers Name	:	Shri. Baldev Singh
Languages Known	:	Hindi, English, Punjabi & Gujrati.
Religion	:	Hindu
Hobbies	:	Music, Playing Cricket, Reading.
Nationality	:	Indian
Address	:	S/o Shri. Baldev Singh. Village. Manghther, Post Office Dola Kharyana, Tehsil Khundian Distt Kangra, H.P, Pin No. 176030.

Date: 16.12.2021

Pardeep Kumar Rana

