

CURRICULAM VITAE

ARUN KUMAR

At-sonepur

Dist:-saran

Pin Code:- 841101

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CARRER OBJECTIVE :-

To strive excellence while working with a progressive and value driven organization using my skills to the best possible extent where ,I can contribute by translating my academic and working experience and gain new skills.

ACADEMIC QUALIFICATION :-

- ☐ Matric from B.S.E.B. Patna in 1999 .
 - ☐ Isc. from B.S.E.B. Patna in 2001 .
 - ☐ B.sc. (Phy. Hons.) form J.P.U. Chapra in 2011.
- TALLY ERP9 WITH GST. & COMPUTER OPARETOR.

PROFESSIONAL QUALIFICATION:-

- ☐ Operating System in Computer. Browsing surfing on Net. & Ms-office.

EXPERIENCE:-

Indian Railway

June.14 to July.18

- ☐ 4 Years' experience on CMS Operating working in Railway.

Duties & Responsibility:-

- Conducting briefing to all staff member
- Allocating duty as per roaster
- Marinating filing works and presenting to superintendent,
- Taking follow up of team member

Hotel Shrimad Residency**Oct.18 to Sep.20**

- ☐ 2 Years of Front Office manager at Hotel Shrimad Residency
Ahmedabad.)

Duties & Responsibility:-

- Briefing to all staff for Day plan and routine wise to complete the work process.
- Taking Handover of shift by cross tally of Cash at Reception and Guest details for check-in /check-out,
- Updating proper Handover report to owner,
- Check-in / Checkout all upcoming & In house guest in the Hotel.
- Updating Check-in Check-out in portal + pathik (Kautilya software to maintain the guest record)
- Generating bills as per GST to all Corporate or Non Corporate Guest
- Marinating proper billing of guest room division wise like - room service + food bills + Laundry + any others
- Upselling to the room to guest.
- Maintain good relationship with guest. Ensured best services next time also to guest.
- Call to guest for future bookings,

STRENGTH:-

- ☐ Punctual.
- ☐ Good communication skill.
- ☐ Dedicated towards works.
- ☐ Hard working.
- ☐ Ability to work with transparency within an organization.

PERSONAL INFORMATION:-

Name	:	Arun Kumar
Father's Name	:	Mr. Naresh Prasad
Date of Birth	:	15-Jan-1985
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Unmarried
Religion	:	Hindu
Languages known	:	Hindi, English