**CURRICULUM VITAE**

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| **Personal Detail** |

**Name**: DIPEN PANKAJKUMAR MEHTA

**Address:** 16 Shanti bungalows, Near Jantanagar, Chandkheda, Ahmedabad

**Contact No**. 9898576062

**E-mail:** [dipenmehta18@gmail.com](mailto:dipenmehta18@gmail.com)

**Date of Birth:** 18 April, 1985

**Interests:** Reading Books.

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| **EDUCATION** |

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| **Qualification** | **College/School** | **Year** |
| Diploma In Hotel Management | The Turning point Education Institute  Singapore | 2009-2010 |
| Bachelor of Commerce | Gujarat University | 2003-2005 |

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| **AT PRESENT** |

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| **ARMY CANTONMENT BOARD, AHMEDABAD, OFFICE CLERK AND CASHIER, DURATION: FROM MARCH - 2014** |

**Responsibilities:**

* Manage all type of office work
* Collecting payments of Property Tax, Booking Community Hall, Government Grants
* Making day to day report to Office Supritendent
* Maintainning Subsidiary Cash and Other Registers

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| **WORK EXPERIENCE** |

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| **The Westend Hotel, Front Office Executive, Duration: Nov 2012 – March 2014** |

**Responsibilities:**

* Manage all type of reservations of the guest
* Making booking on phone and internet
* making a day to day report to GM
* Do check in and check out and solve the guest problem

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| **Hotel Dev Corporate, Front Office Executive, Duration: Nov 2011 – Nov 2012** |

**Responsibilities:**

* Manage all type of reservations of the guest
* Making booking on phone and internet
* making a day to day report to GM
* Do check in and check out and solve the guest problem

**Skill acquired:**

* Leadership skills
* Teamwork and group participation

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| **The House of MG, Front Office Executive, Duration: June 2011 – Nov 2011** |

**Responsibilities:**

* Manage all type of reservations of the guest
* Making booking on phone and internet
* making a day to day report to GM
* Do check in and check out and solve the guest problem

**Skill acquired:**

* Leadership skills
* Teamwork and group participation