**CURRICULUM VITAE**



**KRITIKA BOSE**

**Contact info:**

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**Career Objective**

A highly organized and hard-working individual looking for a responsible position to gain practical experience and to make use of my interpersonal skills to achieve goals of a company that focuses on customer as well as employee satisfaction and experience.

**EDUCATIONAL QUALIFICATION**

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| YEAR | LEVEL | BOARD/ UNIVERSITY | REMARKS |
| 2017 | Bachelor In Hotel Management And Catering Technology | MAKAUT | Pass |
| 2013 | Higher Secondary | ISC | Pass |
| 2011 | Secondary | ICSE | Pass |

**EXPERIENCE**

**CASINO AIR CATERES AND FLIGHT SERVICES – 11TH APRIL 2022- TILL DATE**

**OFFICER- HUMAN RESOURCES**

**Responsibilities:**

* Resume Screening, Recruitment, Joining Formalities, Induction, Exit Interview & Formalities, Attrition Rate maintenance.
* Payroll management, Leave & Attendance Management, Statutory Compliance.
* Rewards and recognition, Townhall meeting, Staff engagement and activities, trainings, POSH, Employee Welfare
* Accommodation maintenance and record keeping
* Excellent hand in outlook, MS- word, Excel, PowerPoint
* Contacting colleges or universities for placement.

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| ORGANIZATION | DATE | POSITION |
| SAROVAR PORTICO SASAN GIR, GUJARAT | 1ST MAY 2021-8TH APRIL 2022 | HUMAN RESOURCE EXECUTIVE |
| HOLIDAY VILLAGE RESORT PVT. LTD, GANDHIDHAM, GUJARAT | 17TH MARCH 2020- 20TH FEB 2021 | HUMAN RESOURCE EXECUTIVE |
| RADISSON HOTEL KANDLA, GANDHIDHAM GUJARAT | 11TH JUNE 2019- 10th MARCH 2020 | TRAINING AND TALENT SEARCH EXECUTIVE. |
| GURU NANAK INSTITUTE OF HOTEL MANAGEMENT | 4TH FEBRUARY 2019- 31ST MAY 2019 | TRAINING AND PLACEMENT COORDINATOR |
| ZURI WHITEFIELD BANGALURU | 3RD JULY 2017-10TH JANUARY 2019 | HOTEL OPERATIONAL TRAINEE- FOOD PRODUCTION & COMMI I IN INDIAN CURRY. |
| TAJ JAI MAHAL PALACE JAIPUR | 15TH OCTOBER 2015- 15TH MARCH 2016 | INDUSTRIAL EXPOSURE TRAINING ( COVERED AREA: FOOD PRODUCTION AND HOUSEKEEPING) |

**ACHIEVEMENTS**

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| * Twice being felicitated at JIS SAMMAN For Academic Excellence from JIS University under MAKAUT |
| * Appreciation Certificate in Industrial Training from Taj Jai Mahal Palace Jaipur. |
| * Winner for Skill India Competition in Category- Cooking (Regional’s) |
| * 2nd Runners Up Skill India Competition Held In Delhi By NSDC & THSC (National) * Felicitated from college for standing 2nd Runner’s Up in Skill India Competition National’s |
| * Student Of The Year For The Academic Session 2013-2017 |
| **Co-curricular activities**   * Served at Taj Bengal Kolkata for its 25th Anniversary and 1st & 2nd Wine Festival * Vocational Training in F&B Service and Food Production from Hotel Chrome Kolkata * Several Casual Training at Taj Bengal Kolkata, Oberoi Grand Kolkata and The Park Kolkata   **STRENGTHS**   * A good learner * Good &fast decision making * Leadership skill * Adaptability * Meticulous * Believes in team work * Self motivated * Great speaker and a great listener   **PERSONAL PROFILE**  **Father’s Name**: Swapan Kumar Bose  **Mother’s Name**: Kajal Bose  **D.O. B**: 12th May 1995  **Blood Group**: B+  **declaration**  The information given above by me is true to the best of my knowledge and belief.  **Date :03/10/2020**  **Place: KOLKATA**    **( KRITIKA BOSE )** |