**NAME : Hemant**

**PREFERRED NAME : Shivi**

**CONTACT ADDRESS : Udaipur, Rajasthan**

**CONTACT NUMBER : 9672859345**

**EMAIL ID : Hemantgns37@gmail com**

**Technical Skills:**

• BasicKnowledgeofComputer

• RSCIT basic course.

**• MS office**

**Academic qualification :**

**• Bcom, Mcom. With banking.**

Work Experience:

(GROUP OF HOTELS ) 2016-2017

I worked as a front office associate in hotel , learned several techinquies to handle the conditions, also got experience to work on hotelier software.

( A 3 STAR HOTEL ) (2017- 2019)

I worked as a front office associate in a hotel ,learned to work under heavy rush and pressure , got experience of billing for bar, handling cash, restaurant along with handling frontdesk.

worked as a front office associate for 1year (2017-18), later promoted to front desk executive (2018-2019)

A REPUTED 5 STAR HOTEL (2019-2021)

I worked as a front desk manager, learned to handle the reservation system, learned to improve the coordination and communication between all the departments along with handling front desk

.**Strengths:**

Ability to grasp and adapt to new environment.

Ability to work in team and teamleading quality.

Positive Attitude,always ready to accept Challenges.

Good Motivator for self and every one around.

Work Experience of Computer.

Efficient Management and Oraganisational abilities.

Personal details:

Marital status : unmarried

Sex : transgender (M to F)

Languages known : Hindi and English.

About myslef :I am. A transgender perosn currently identified as male as i am not came out yet because i belongs to a typical rajasthani family, and it is not possible for me To come out in these conditions, thats why i want to move out of the town and i am Seeking for a job to persue my dreams, and for better carrer opportunities.

Declaration :

I hereby declare that all the above mention details and information is true as according to the best of my knowledge and belief.

Place :

**Signature :**