



PANKAJ PANDEY

EDUCATION

DIPLOMA IN HOTEL MANAGEMENT 2022 TO 2023
INTERMEDIATE 2020 (UPB) HIGHSCHOOL 2017
(UPB)

PROFILE

To secure a responsible career opportunity to fully utilize my talent and skills, while making a significant contribution to the success of the organization.

CONTACT

Nationality: Indian

Date of Birth: 19th June, 2001

Gender: Male

Marital Status: Single

Languages Known:

English, Hindi

Add - Holi chowk

ramnagar khatauli

Muzaffar nagar 251201

Mo No. - 9193164763

Email -

pankajpandey919316@gmail.com

Six month Experience in Hyphen Hotel Meerut.

- ☑ Ability to collaborate and work with others to get it done
- ☑ Confident and Determined Ability to learn new things
- ☑ Positive Attitude
- ☑ Listen
- ☑ Team Player
- ☑ Time management skills

SAYAJI HOTEL INDORE

6/02/2023- 11/02/2024

- ☑ Greeting & Seating Guestss
- ☑ Taking Orders & Service Excellence
- ☑ Handling VIP Guests & Special Requests
- ☑ Complaint Handling
- ☑ Billing & Cash Handling
- ☑ Emergency & Safety Handling

HOLIDAY INN AGRA GSA

01/07/2024 - 15/11/2024

- ☑ Maintain records, prepare reports, and assist in decision-making
- ☑ Handle scheduling, inventory, and procurement for their department.
- ☑ Ensure smooth coordination between management and operational teams
- ☑ Work on upselling hotel services, rooms, and F&B options to maximize revenue
- ☑ Train and mentor junior staff to uphold luxury service standard
- ☑ Taking care of banquet alcohol and inventories

HOBBIES

Kabaddi.

ANANTARA JEWEL BHAG

18/11/2024

CURRENTLY WORKING

- ☒ Oversees restaurant operations, service quality, and menu planning
- ☒ Monitor guest feedback and implement improvements.
- ☒ Coordinate with other departments to ensure smooth hotel functioning.
- ☒ Generating bills, processing payments, and ensuring accurate transactions.

DECLARATION: I do here by declare that the above information is true to the best of my knowledge.

PLACE:

DATE:

SIGNATURE: