Hirsh  
Mobile: +91-98\*\*\*\*\*\*\*\*   
hitesh\*\*\*\*@goole.com  
  
**Career Profile**  
  
-Courteous, polite and highly efficient professional with excellent organisational skills.  
-Strong team spirit, goal orientated and with passion of providing the highest standards of hospitality to the customers.  
-Excellent marketing and promotions skill of hotel facilities and increase the sales opportunities.   
-Absorb new ideas and communicate effectively to find suitable solutions regarding guest’s needs.   
-An ambitious professional continue to increase my work experience & develop abilities.   
  
**Key Skills**  
  
-Follow high professional ethics with an emphasis on hospitality and guest service.  
-Patient and organized professional with ability to provide excellent customer service.   
-Experienced in hotel services and front office management.  
-Strong knowledge of basic computer applications like Microsoft Word, Excel, and internet.  
  
**Personality Traits**  
  
-Excellent verbal and written skills.  
-Excellent negotiating abilities.  
-Pleasant personality.  
-Efficiency of managing multiple tasks.   
  
**Achievements**  
  
-Won in Inter College Dance competition.  
-Achieved First position in English Recitation.  
  
**Qualification**  
  
-Certification in Hospitality from “XYZ” in 20\*\*.  
-HSC from “XYZ” in 20\*\*.  
  
**Personal Details**  
  
Date of Birth: 28 Feb 19\*\*.  
Languages known: Hindi, Marathi and English.  
Address: XYZ.