


Name: Sandeep Kumar

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WORK EXPERIENCE

7 Years

AGE

31

ABOUT ME

I am a good timekeeper. I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and I am keen and very willing to learn and develop new skills. I have good listening and communication skills. I have a creative mind and am always up for new challenges. I am able to listen effectively when solving problems.



Education

- **M.SC. IN HOTEL MANAGMENT**

Imperial institute of hotel management

CHANDIGARH (P.T.U.)

- **GRADUATION IN ARTS**

Himachal Pradesh University
(SHIMLA)

- **10+2 IN ARTS**

Himachal Pradesh board of school education
(DHARAMSHALA)

- **METRIC**

Himachal Pradesh board of school education
(DHARAMSHALA)



Career Highlights

Reliable and hardworking office assistant with hands on experience in handling diverse tasks to ensure smooth office operations. Highly motivated to enhance the revenue of prospective company. Great ability to deal with adverse situations in a mature manner with an aim to resolve conflicts. Highly motivated sales professional boasting a solid track record of high performance in retail businesses.



Skills

- Ability to work under pressure
- Decision making
- Leadership
- Time management
- Team work



Work Experience

October 2010 – working

Team Leader

Jaypee Greens Golf & Spa Resort
Greater Noida

- Coordinated with food and beverage staff for special events.
- Monitored all operations of venue and ensured efficiency.
- Gathered data for all budget processes.
- Developed strategies to achieve all financial objectives.
- Prepared all food and beverages as per policies and procedures.
- Maintained neat and clean work area at all times.
- Administered everyday operations of staff.

Industrial Training

Club Mahindra

Rajasthan

- Behave in a professional manner.
- Have a positive and good attitude towards the company providing the training; to all levels of its staff, to their colleagues, and to their 'work'.
- Develop their powers of communication, decision making and leadership and thereby gain self-confidence related to their technical and social behavior and opinions.
- Be a part of the productive process within the framework of being trained.
- To develop a natural inquisitive sense and 'question' 'why' and 'how' things are done, with the aim of improving procedures and thus productivity.
- Use their diagnostic skills to identify problems and offer possible solutions.
- Maintain an inventory of reservation, vacancies and room assignments.
- Answer enquiries regarding hotel services, provide assistance and respond to guests' complaints
- Co-coordinating with team workers to plan events, parties etc.



Computer Proficiency

- E- Mail operation, OPERA and MICROS.



Languages

- Hindi
- English



Personal Interests

- Listen songs
- Cricket



Personal Details

Father's Name:	Sh. Bichiter Singh	Marital Status:	Married
Birthday:	08/12/1985	Nationality:	Indian
Gender:	Male		
Address:	H-379, Alpha-2, Greater Noida (u.p), Pin: 201308		

Declaration

I, Sandeep Kumar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Sandeep Kumar