

## CURRICULUM – VITAE

Akhil kumar

Address : F.C.A-802, S.G.M Nagar, Block-C, Faridabad (Haryana-121001)

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### CAREER OBJECTIVE

- To work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and a serve the organization with positive attitude and efficiency

### PROFILE

- Over 2 years of experience in performing hotel reservation activities and assisting guests with reservation inquiries. Conversant with working around schedules and cancellations along with managing complaints and resolving issues in a proactive manner.

### WORK EXPERIENCE & JOB PROFILE

- Worked with National Human Rights Commission as a Computer operator from 2009 to 2016
- Presently working with **Chanchal Group of Hotels 3 star property** in Delhi, Paharganj as Reservation executive from 2016 Feb to till date.
  - Drop down booking in hotel software on daily basis.
  - Answer foreigner & Indian guest's questions or concerns, either on the phone or email.
  - Making guest check in/out list & Manage the room inventory.
  - Knowledge of mark rooms sold out on extranet of concern booking portal like Booking.com, Agoda Expedia,
  - Providing the hotel rooms quotation to the travel agent, taking offline booking & follow up with the payment process, either on the phone or email.
  - Good commutation skills.

### COMPUTER KNOWLEDGE

- Working knowledge of window 2000, XP, Ms Office, Internet- email & excellent typing speed.

## **EDUCATION QULIFICATION**

- High School From Haryana School of Board Education.
- B.com Graduate from Rajasthan University (Alwar).
- Pursuing LLB from Ambedkar University Agra.

## **PERSONAL DETAILS**

Full Name	:	Akhil kumar
Father's Name	:	Sh.Om Prakash
Date of Birth	:	02 <sup>nd</sup> July, 1986
Martial Status	:	Unmarried
Permanent Address	:	F.C.A-802, S.G.M Nagar, Block-C, Faridabad (Haryana-121001)

Akhil kumar

Date-