

**Parvej Khan**

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Alwar, Rajasthan 301001

Mobile Number: +91 9610310007

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Date of Birth: 28th Nov. 1990 Place of Birth: Ramgarh

Gender: Male Height: 179 cms

Weight: 69 Kg

Country of Citizenship: India Country of Residence: India

**OBJECTIVE**

My career objectives are twofold. It is my goal to deliver my duties as Front Office Manager to the fullest satisfaction of all members of the Hotel, using my skills with customer service. And as my long term objective, I would like to continue working for the betterment of the Hotel, taking on new responsibilities until I can serve as part of the Management.

**EDUCATION**

**Institution Name:** IHM Aurangabad

Location: Dr Rafiq Zakaria Campus, Rauza Bagh, Aurangabad 431 001, Maharashtra, India

Institution Start date: 20th Sept. 2010

Graduation: 5th Sept. 2014 (BA Hons. in Hotel Management)

Field of Study: Hotel Management

Institute Website: [www.ihmaurangabad.ac.in](http://www.ihmaurangabad.ac.in)

Institute Contact Tel:  0240–238 1113, 0240–2381127

Institute Contact Email: [ihm.aurangabad@tajhotels.com](mailto:ihm.aurangabad@tajhotels.com)

University Name: University of Huddersfield, U.K.

University Website: [www.hud.ac.uk](http://www.hud.ac.uk)

**Classes Taken at Collage Relevant to Desired Training:**

**(Modules)**

* Food & Beverage Operations
* Food & Beverage Enterprise Management
* Operations Analysis and Planning

**EXPERIENCE**

**Company Name: Taj Residency Aurangabad (Now Vivanta by Taj)**

Location: Aurangabad 431 001, Maharashtra, India

Position: Trainee

Duration: 9 weeks

Training type: **Industrial Exposure Training** ­- Taj Residency, Aurangabad from 27th June 2011 to 27th August 2011: Front office (5 weeks), Housekeeping (2 weeks), Food and Beverage service (2 weeks)

Company Contact Tel: 0240 661 3737

Company Contact Website: [www.vivantabytaj.com/aurangabad](http://www.vivantabytaj.com/aurangabad)

**Company Name: Taj Rambagh Palace**

Location: Jaipur 302005, Rajasthan India

Position: Trainee

Duration: 20 weeks

Training Type: **On the Job Training** - Taj Rambagh Place, Jaipur from 1st of December 2011 to 20th April 2012: Palace Service (4 weeks), Food & Beverage service (6 weeks), Housekeeping (6 weeks), Front office (4 weeks)

Company Contact Tel: 0141 221 1919

Company Contact Website: <http://www.tajhotels.com/luxury/grand-palaces-and-iconic-hotels/rambagh-palace-jaipur/overview.html>

**Company Name: Taj Rambagh Palace**

Location: Jaipur 302005, Rajasthan India

Position: Trainee

Duration: 5 weeks

Training Type: **Vocational Training** - Taj Rambagh Palace, Palace service (2 weeks), Human Resources (1 week), Food & Beverage (2 weeks)

Company Contact Tel: 0141 221 1919

Company Contact Website: <http://www.tajhotels.com/luxury/grand-palaces-and-iconic-hotels/rambagh-palace-jaipur/overview.html>

**Functional Catering:** Marriage Events at **Chowmahalla Palace**, **Taj Krishna & Taj Falaknuma** Palace for the family functions of GVK Reddy.

Duration: 1 week

Location: Hyderabad

**Tasks/Responsibilities:**

* Respond to guest requests in a timely, friendly and efficient manner
* Ensure knowledge of menu and restaurant promotions and specials
* Take guest beverage and food orders and input orders in appropriate point-of-sale system
* Retrieve and deliver food and beverage orders in a timely manner
* Replenish beverages and ensure guest satisfaction throughout the meal service
* Serve alcoholic/non-alcoholic beverages in accordance with state, local and company regulations
* Ensure serving station is well-stocked at all times

**Company Name:** Clarks inn Hotel

Location: Alwar 301001, Rajasthan, India

Duration: 7 months

Position: Guest service associate

Company Contact Tel: 0144 270 0600

Company Contact Website: [www.clarksinn.in/hotel/clarks-inn-alwar-rajasthan](http://www.clarksinn.in/hotel/clarks-inn-alwar-rajasthan)

**Tasks/Responsibilities:**

Check In, Check out handling, Inventory, Store, Daily reports, cash handling, Maintaining guest satisfaction level. Understanding and Resolving guest Problems.

**Company Name:** Hyatt Regency

Location: 311 S 4th St. Louisville, KY, 40202 USA

Duration: 12 months

Position: Guest service Representative (Management Trainee Front Office)

Company Contact Tel: +1502 581 1234

Company Contact Website: <https://louisville.regency.hyatt.com>

**Tasks/Responsibilities:**

Check In, Check out handling, Front Office reports, Maintaining Guest satisfaction level. Resolving Guest related issue & Handling reservations.

**Company Name:** Parvez Constructions

Location: 142, Near State Bank, Ramgarh, Alwar (Raj.) 301001, India

Duration: From Nov. 2016 to Present

Position: Assistant Manager

Company Contact Tel: +91 9571607979, +91 9414223415

**Tasks/Responsibilities:**

Review the work progress on daily basis, Plan ahead to prevent problems and resolve any emerging ones, Coordinate and direct construction workers and subcontractors.

**SKILLS/QUALIFICATIONS**

Languages:

Hindi – Native Language

English – Fluent (Speaking, reading & writing)

Computer Skills:

Microsoft Office programs (Word, Excel, and PowerPoint)

Good Working experience on Fidelio, Ids & Opera.

**ACTIVITIES & INTERESTS**

Volunteer social Work, Playing Cricket, Traveling and Gym.

**REFERENCES**

Mr. Anand Iyengar

(Professor & Academic Registrar), IHM Aurangabad

Dr Rafiq Zakaria Campus, Rauza Bagh, Aurangabad 431 001, Maharashtra, India

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