

CAREER PROFILE

I am Seeking a competitive and challenging environment where i can serve your organisation and establish an enjoyable carrier for my self.

WORK EXPERIENCE

Taj Keys Hotel

Trainee May 2014 -

6 Months Industrial Training From Taj Keys Hotel Ajmer. 1. Training in housekeeping (Learn about cleaning process,Chemical knowledge,Equipment handling) 2. Training in Front Office (process of handling of guest, checkin of documents, Guest bills settlement) 3. Training in Food & Beverage (Guest service, Drink knowledge, Food hygiene) 4. Training in Kitchen (Food process pf receiving and storing, equipment handlingg

Ajmer Rajasthan

Mango Hotel

Captain May 2016 - May 2017

Always greet and welcome guests promptly in a warm and friendly manner. Always thank and give fond farewell to guests conveying anticipation for their next visit. Assist guest with table reservation. Assist guest while seating. Ensure guest are serviced within specified time. Has a good knowledge of menu and presentation standards.

Jaipur

Infosys Limited

Facilities Guest House Executive Aug 2018 - current

Hy i am virendra singh Am worked as a Accommodation admin at Infosys limited. My job responsibilities are implementing the accommodation policy and guidelines for the guest house through domestic and international calls and emails. Defining and setting up the accommodation processes involved in the organisation's implementing the same for smooth functioning of the desk. Tracking the AHD request for the ECC and tacking the necessary action. Managing in house guest house occupancy for 22 Beds preparing reports and group checking with front office team. Handling general queries of employee through mails and calls. Solving the internet issue which are occurred at rooms. Solving accommodation related queries for employees and clients.

Jaipur Cscheme

PROJECTS



Virendra Singh

Facilities admin executive

Address:

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Email:

niku11091994@gmail.com

Contact:

95115 05272

SKILLS

administrative

★★★★★

responsibility

★★★★★

organisation skills

★★★★★

teamwork

★★★★★

communication skills

★★★★★

flexibility

★★★★★

critical thinking skills

★★★★★

problem solving skills

EDUCATION

BHM Bachlor Of Hotel Mangement
2015 - UEI GLOBAL



LANGUAGE

English
hindi

INTEREST

playing cricket

