**Curriculum – vitae**

**MANISH GUPTA**

FLAT NO-407 4 TH FLOOR TOWER/BLOCK-A3

PANCHSHEEL GREENS PLOT NO GH-01A

SECTOR -16 B GREATER NOIDA

E-mail: - [**mailmemani1106@gmail.com**](mailto:mailmemani1106@gmail.com)

Contact: - +**91-9997857656**

**OBJECTIVE:**

Aiming to achieve a **Challenging Position** where I can make a significant contribution to the organization using my skills.

**PROFESSIONAL QUALIFICATION:**

**Bachelor of Hotel Management**

Four year degree course

**Mangalore University**

**ACADEMIC QUALIFICATION:**

10+2 from U.P Board (1998-99)

10 from U.P Board (1996-97)

**WORK EXPERIENCE**

->**Working** with **HCL AVITAS** as **Front Office Executive** from **18 March 2021.**

->Worked with **YMCA GREATER NOIDA** as **Front Office Assistant** From **17 April 2019 To 30 April 2020.**

->Worked With **QRG Hospital Faridabad** as **Call Center Executive** From **23** **Nov 2017 To 21 Feb 2019.**

-> Having working knowledge of **Hotel/Hospital** Software Like **I.D.S, H.M.S**, **Karexpert.**

->Had A Cyber Café Cum Restaurant From **Jan 2004 to Oct 2017**.

-> Highly Goal Oriented and excellent team player with **good communication and interpersonal skills.**

**TRAINING UNDERGONE:**

|  |  |  |
| --- | --- | --- |
| Hotel Name | Department | Duration |
| **Hotel Holiday Inn Agra** | **Front Office** | 6 Months |

**PROFICIENCY IN LANGUAGES:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Speaking | Grade | Writing | Grade | Reading | Grade |
| Hindi | √ | Hindi | √ | Hindi | √ |
| English | √ | English | √ | English | √ |

**EXTRA CURRICULAR ACTIVITY:**

Inter class dessert competition Secured 3rd place

Participated in college cricket team

**PERSONAL DETAILS:**

Father's Name: - **Mr. U.C. Gupta** (Retd. D.E, B.S.N.L)

Marital Status: - **Married**

Date Of Birth-**05/04/1981**

Nationality: - **Indian**

Hobbies: -Traveling. Reading Books

Passport No.-G 2456050

**MANISH GUPTA**