

RESUME



RINKU KUMAR.

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H.no 1811, Sector-7,

DISTT. KURUKSHETRA (136118)

Contact No. 9996404326

CAREER OBJECTIVE

Want to do work for the betterment of company and country. Try to prove myself as an asset to the company and want to get more and more knowledge.

EDUCATIONAL & EXPERIENCE QUALIFICATION

- 10th Pass from **H.B.S.E. Board** IN 2015 with 76.6 % Marks.
- 10+2 with Non-Medical from H.B.S.E Board in 2017 with 65 % Marks.
- Pursuing IN **Bachelor Of science in clinical psychology from Amity University Gurugram.**
- Graduat in any Discipline
- Worked as a Receptionist 1 Year **Hotel Ambros**
- **Hotel the jk residency kurukshetra** 1 Year (Reception)
- Previous experience in proficently Handling the Reception and the Board line
- Maintain Detailed knowledge of the Hotel's fire life and safety System
- Demonstrable skill in the front office Role
- Booking cab, Maintaining record's and Monthly Report's
- Excellent knowledge of Ms Office software suite

Achievements & Awards

- Participated in Inter Amity institutions Sports Meetin celebration of founders day -24th October and secured the 2nd position in Football.
- Participated in Amifest 2020

Area Of intrest

Receptionist

Cashier

Digital marketing

TEHNICAL QUALIFICATION

- Basic Knowledge of Computer application.
- Ms word
- Excel
- Powerpoint
- Good English skill in oral and writing
- Able to work independently and effectively
- Self-motivated and strong sence of responsibility

KEY STRENGTH

- Integrity,
- Hardworking,
- Punctuality,
- Confidence.
- Grooming
- Cultural Awareness
- Honesty

HOBBIES

- Flowers Arrangement
- Travelling
- Photo shoot

PERSONAL PROFILE

✓ Father's Name	Sh. Sury kant
✓ Date of Birth	15/04/2000
✓ Marital Status	Un Married
✓ Gender	Male
✓ Nationality	Indian
✓ Languages	English, Hindi.Punjabi, Beginner in German

Date:

Palace:

RINKU KUMAR