

Curriculum-vitae

Suranjan Kumar

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CAREER OBJECTIVE:

To work with an organization where I can apply my expertise to learn Continuously in the pursuit of achieving proficiency and excellence, thus Giving me the maximum job satisfaction and career growth.

PROFESSIONAL QUALIFICATION :

- Bachelor's Degree in hotel management, catering technology & tourism from H.I.H.T. Agra
- Diploma in Computer Applications Basics.

EDUCATIONAL QUALIFICATION:

- Intermediate passed from Bihar board.
- High school passed from Bihar board.

WORK AND EXPERIENCE

- 6 Month Industrial Training from The Lalit Grand Place ***** Hotel, Srinagar, India.
- 11 Months as a GSA with The Leela Palace ***** Hotel, Bangalore, India.
- 6 Month Management Training from Carlton Hotel, Singapore.
- 11 Month worked Royal Orchid Resort in Bangalore as HK Supervisor March 2013 to Jan 2014
- 2 Years worked in N.I.B.S with Fmm at Hamad International Airport, Qatar, Doha as a HK senior supervisor. (June 2014 to June 2016).
- Worked with AVON FACILITY MANAGEMENT Indira Gandhi International Airport, New Delhi, India till June 2017 as facility executive.

WORK PROFILE :-

- Preparing and Maintaining Daily, Weekly and Monthly Reports.
- Stock Management of Housekeeping Materials.
- Canteen & Cafeteria Supervision
- Budgeting Work.
- Handling day to day Facility & Manpower Management
- Responsible for all duties of the housekeeping operation.
- Ensuring that all paperwork, reports, logs and work related documents are completed and filed accordingly.
- Establishes standards and procedures for work of housekeeping.
- Knowledge of all chemicals and cleaning methods.
- Training of Manpower, House Keeping, Pantry hygiene and methods of service.

Responsibilities include :

- Staff training, inter- department communications, and staff scheduling.
- Handles customer service and complaints as well.
- Arrangements of Client Meeting Handling Client Visits.
- Handling conference room booking and all the Arrangements.

ACHIEVEMENT

- Employee of month in 2014, 2015 from NIBS Doha, Qatar.
- Managing HSE certification by Fmm Doha, Qatar.

STRENGTH:

- Positive attitude
- Honesty

HOBBIES:

- Interacting with peoples.
- Making friend.

LANGUAGE KNOWN:

- Hindi
- English

PERSONAL DETAILS :

Father's Name : Lt. Ram Ashish sah
Date of Birth : 05/02/1988
Nationality : Indian
Gender : Male
Marital status : married

DECLARATION :

I hereby declare that all the above information furnished by me is true and Correct to the best of my knowledge and belief.

Place: Patna

Date : 07/06/2021