

RESUME

NAME • ABHAY SINGH CHANDEL

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Add • H.No. 83-A1 SANGHARSH NAGAR BAARA KANPUR -208027

CAREER OBJECTIVE

To work in a challenging environment using best of my skills where the charges of knowledge up grudgeup gradation areavailable always ready to face very circumstances with all skills and best of my performance.

QUALIFICATION

EXAMINATION	INSTITUTION/BORD	YEAR
High School	U.P Board	2007
Intermediate	U.P Board	2009
Graduation	C.S.J.M University	2013

WORK EXPERIENCE

- 2 Year Experience in Hospital Dhanvantari Super Specialty as Billing and front office (Kanpur).
- 2 Year Experience in SB CASTAL as the Front Office Executive (Kanpur).
- 2 Year Experience in Hotel Maa Kripa & Banquet as Billing and front office (Lucknow).
- 2 Year Experience in Divinity by Audra as Reception and Billing Manager (Mathura).

PERSONAL INFORMATION

DATE OF BIRTH: 06/06/1993
NATIONALITY: Indian
GENDER: Male
MARITAL STATUS: Married
LANGUAGE: Hindi, English
HOBBIE: Reading and Internet surfing

ADDITIONAL QUALIFICATION

- Managing incoming calls direction them to the appropriate taking And Check-in Check-out And Reservation.
 - Operating Knowledge of MS Office package AS Order of HOD.
 - Working in DATAMAN Software & ZEE ABSOLUTE AND HOTINN.
 - Maintain Cash Day book And DRS Report And CASH Billing AND Room Sale and Tourist Report .
 - Communication with customer when appropriate (Welcome them in the facilities address their complaints find solution to problem offer information).
 - Supervise work at all levels (Reception, Restaurants, maids offices employees etc).
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DECLARATION

I hereby declare that the information given above is true to best of knowledge and I understand that if any of the above information is found to be incorrect it may lead to my disqualification from the interview.

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DATE .. / /2024

PLACE.. KANPUR

(Abhay Singh Chandel)

