**Curriculum Vitae**

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| **Akhilesh**  **Mobile**: **+91-7011513637**  **E-Mail :** akhileshku38@gmail.com | **C/25, BasantPur Colony**  **Faridabad, Haryana-121003** |

**Objective**

To work as a productive affiliate with an organization, which provides the ambience and opportunities for my personal & professional growth, Experience of 1 yr.

**Experience**

**Worked with Hotel Hans as front office Executive.**

**Responsbilities**-: Creating daily audit reports, Daily check-in & check-out of guests, Attending front office calls.

Generating Bills & Report such as occupancy, reservation book, Fullfill All request of Hotel Guests.

**Academic Qualification**

* +2 (commerce) passed from **Central Board secondry education Delhi**.
* 10thpassed from **Central Board secondry education Delhi**.
* Pursuing Bachelor of Tourism & Travel Management From **Maharshi Dayanand University.**

**Technical Qualification**

* Knowledge of Ms Office,M S Excel,M S power Point, M S Paint ,M S Acces , Internet, Tally.

**Strength**

* My confidence and ability to maintain and oasis of clam under pressure. My zeal is to reach at top, willing to learn new technologies.
* I willing to take any kind of opportunity that will allow my skill to grow.
* Accommodative nature and attitude of learning at every stage.

**Personal Details**

**Fathers’s Name** Raj kumar

**Date of Birth** 08 Oct, 1998

**Sex** Male

**Marital Status** Single

**Language Known** English , Hindi and French ( Beginner ).

**Nationality** Indian

**Permanent Address** S/o Mr Raj kumar

C/25, BasantPur Colony

Faridabad, Haryana

121003.

Date:-

Place:- **AKHILESH**