

# CURRICULUM VITAE

**Akash Kumar**

**Address: - Sethi Niwas Near  
Circular Road, Mussoorie**

**Uttarakhand (India)**

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## **OBJECTIVE:-**

**Seeking a position in professional and Dynamic organization to utilize and upgrade my knowledge contributing for the growth of the organization and as well as my career.**

## **PERSONAL STRENGTH:-**

- **Self Motivation.**
- **Possesses good Communication Skills.**
- **Positive Attitude**

## **ACADEMIC PROFILE:-**

<b>Qualification</b>	<b>Year of passing</b>	<b>Board/ University</b>
<b>12<sup>th</sup></b>	<b>2016</b>	<b>C.B.S.E Board</b>
<b>10<sup>th</sup></b>	<b>2014</b>	<b>C.B.S.E Board</b>

## **PROFESSIONAL QUALIFICATION:-**

- Done 6 Month Basic Computer Course from Quad IT Info Computer Centre Mussoorie.
- Pursuing Graduation (B.COM) from DAV PG College H.N.B Garhwal University Dehradun.

**WORK EXPERIENCE:-**

<b>Name of company</b>	<b>Period</b>	<b>Job Description</b>
Monarch Hotel Mussoorie	1 Year	Receptionist
Sirtaj Fresh Farm Products Mussoorie	6 Months	Sales Boy
Jhajjz Private Limited (JW Marriott Walnut Grove Resorts & Spa Mussoorie)	28 <sup>th</sup> Feb 2018 - Till Date	Travel Desk Duty Manager

**Software Known:**

**Opera Express 5.0**

**JOB PROFILE**

- Telephone Handling
- Reservation via various mode,
- Arranging Transportation for Guest
- Registration of the guest,
- Guest assistance during their stay in hotel,
- Cash handling and Guest billing at their Check Out.
- Taking feedback from Guest and in case any service recovery required, inform to the Front office Manager.
- Maintaining different Excel reports.

**PERSONAL DETAILS:-**

**Date of Birth** :- 24 Nov 1998

**Father Name** :- Mr. Ramesh Kumar

**Gender : - Male**

**Marital Status :- Single**

**Language Known :- Hindi & English**

**DECLARATION**

**I do hereby solemnly affirm and declare that the contents of this resume are true and correct to the best of my**

**Knowledge .If I get a chance in your Institution /Organization then I will do the best to satisfy your entire Requirement.**

**Date :-**

**Akash Kumar**