**RESUME**

**Gaurav Dubey**

**Career Objectives: -**

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self-development and help me achieve personal as well as organizational goals.

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| **Educational Qualification: -** | | | | |  |  |
| ▪ | 12th | H.S.C. | - | From | - | U.P board |
| ▪ | 10th | S.S.C. | - | From | - | U.P board |

* I have completed ITI diploma in COPA trade
* B.Com running Dr. Ram manohar lohiya awadh UNIVERSITY.
* I have basic knowledge of computer and able to work with MS Office & Internet.

**Working Experience: -**

Working in “**CAMBAY GRAND HOTEL”** Thaltej Ahmedabad as a “ Central Reservation Department ” from 20 march 2018 to running

Worked in “**LOTUS PARADISE HOTEL HARYANA”** from Jan 2017 to Feb 2018 as a

“FRONT OFFICE EXECUTIV & ACCOUNTANT” position.

Worked in **“Oppo Smartphone”** from 12 march 2015 to 31 Oct 2015” as a Premotor. Worked in “**Fast net broadband services”** from 14 Jan 2014 to 23 Nov 2014 as an

accountant position in busy software.

**Duties and Responsibilities:**

* Handling core Reservation Process for the hotel & dealing with clients
* Responsible for processing room reservation by fax, phone, email and mail.
* Maintaining & Review reservation booking reports.
* Handling room reservations, Guest Service & whole reservation activities.
* Review arrival report daily.
* Having good experience in checking for the guarantees of credit cards and cheques of reservations.
* Used proper procedures to change or cancel reservations
* Follows up clients for room bookings and update reservation booking status
* Maintain cordial relationships with commercial clients**.**

**Personal Details: -**

▪ Name : Gaurav dubey

* Father’s name : Mr. Indu Prakash dubey

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| --- | --- | --- |
|  | Date of Birth | : 10/10/1996 |
| ▪ | Marital Status | : Unmarried. |
| ▪ | Language | : Hindi & English |
| ▪ | Religion | : Brahmin, Hindu. |
| ▪ | Hobbies | : Playing cricket, Football, Singing and learning. |

▪ Strength : I have the capacity to quick learn and smart work.

**Current** **ADD:** **F/35 Kalpana Nagar Soc., Opp. Janta**

**E-Mail- dubeyaadesh6@gmail.com**

**Nagar BRTS Bus Stand, Chandkheda Rd.**                                                                                                      

**Mobile Number: 07881140645**

**Ahmedabad - 382424 Gujarat.**

**Declaration: -**

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief. I will be responsible for any action, if any of the above statements are incorrect at any stage in future.

**Gaurav Dubey**

