**CURRICULUM VITAE**

**NAME:** SANDEEP SINGH

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# EDUCATION

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* **M.G.RUNGTA ACADEMY**

Higher Secondary (WBSE) Percentage: 50%

* **M.G.RUNGTA ACADEMY**

Secondary (WBSE) Percentage: 46%

* **IHM HAJIPUT (2017)**

BSC in Hospitality and Hotel Administration. Percentage: 60%

# WORK EXPERIENCE

# COMPANY NAME: Treebo Tryst Ritu Ivy Hotel

# POSITION: Front Office Manager

# DURATION: From Oct 2017 till date

**ROLES & RESPONSIBILITY:**

# A team player with the ability to work effectively in a team environment

# Handling front desk operations including check-ins, check-outs, cash etc.

# Handling shift in terms of taking handovers required to begin shift and taking care of closing the shift.

# Handling new associates as a buddy in turn acquiring leadership skills in the process.

# Resolve customer issues, complaints, problems in a quick, efficient manner to maintain a high level of customer satisfaction and quality service.

# Responds to reservation enquiries, hotel information and guest concerns.

# SCHOLASTIC ACHEIVEMENTS

# Winner in Cricket regional meet Kolkata.

# 2nd position holder in swimming competition held at Calcutta sports Association.

# Winner at Mocktail competition held at IHM PATNA.

# TECHNICAL SKILLS

# Software known: EXCEED

# PERSONAL DETAILS:

**D.O.B:** 28/5/1995

**Gender:** Male

**Marital Status:** Single

**Address:** Zarakia street, Kolkata, West Bengal, India

**Language Known:** English, Hindi, Bengali (read & write)