

RESUME

VIPIN GOSAIN

D-152, Avantika, Sector-01, Rohini,
New Delhi

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Career Objective:

- To work for an esteemed organization that can truly challenge my credentials and skills in multifarious areas of expertise. Challenges and opportunities are what I strive for and would like to be a part of such an environment.

Professional Qualification:

- ✓ B.sc. In Hospitality & Hotel Administration from IHM Hamirpur (Himachal Pradesh).

EDUCATIONAL QUALIFICATION:

- ✓ Senior Secondary Education from C.B.S.E Delhi since 2012
- ✓ Secondary Education from C.B.S.E Delhi since 2010

INDUSTRIAL TRAINING:

- ✓ From The Metropolitan Hotel and Spa, New Delhi.

Experience:

- ✓ Worked with PaceSetter for 1 year 5 months.
- ✓ Worked with Corporate Housekeeping Services PVT. LTD. as a supervisor for 2 years.
- ✓ Working with G4S facility services PVT. LTD. As a supervisor

Responsibility and duties:

- ✓ Handle the team and manage the duty roster.
- ✓ Assigned work to the team.
- ✓ Handle the petty cash and manage bills.
- ✓ Handle vendor bills and manage the vendors.
- ✓ Handle the Housekeeping and pantry inventory.
- ✓ Knowledge of chemicals and cleaning materials.
- ✓ Handle the office inventory and appliances.

Computer skills:

- ✓ Micro-soft word.
- ✓ Micro-soft PowerPoint.
- ✓ Micro soft excel.

Languages Known:

- ✓ Hindi & English

Hobbies:

- ✓ Playing games, interacting with people, knowing new things.

Personal skills:

- ✓ Honest to work, Punctual, Positive attitude, Hardworking

Personal Information:

Father's Name: Sh. Ram Singh Gosain
Date of Birth : 03 Oct. 1994
Gender : Male
Nationality : Indian
Marital Status: Unmarried
Religion : Hindu