**CURRICULAM VITAE**

**Hiren Pratap Singh**

V.P.O.- PHARAL

DISTT.-KAITHAL

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**CARRIAR OBJECTIVE**

To be professionally associated with an esteemed organization with an objective to utilize my education and experience more meaningfully and work towards achieving the goals of the organization

**PROFESSIONAL SYNOPSIS**

* Regular interaction with the high profile personalities & maintaining the PR.
* Possess a goal oriented attitude and capacity for easily adapting to new environment
* A self-motivated, go – getter, fast learner with creative thought process.
* Possess the commitment and confidence to handle various tasks at a time
* High energy and commitment for winning and growing in any fast growing space
* Motivate team members to contribute their best.
* Manage peer relations, customer liaisons and senior management relationships, which are essential to the success of any role.
* Adaptable and able to quickly establish rapport with others as evidenced when.
* Working in teams both on my course and work situations.

**INDUSTRIAL EXPERIENCE**

 **Group of SRS Cinemas, PVT. LTD.**

* Working as “Duty Manager” in SRS Cinemas, Patiala, from July 2013 to till date.

 **47 Mapal Pvt Ltd**

* I have one year experience in 47maple company as a T.S.M.

 **Designers Paints Pvt Ltd**

* **I** have one year experience in DESIGNER PAINTS company as a marketing executive.

**JOB PROFILE**

* Work with VISTA operating system.
* Taking bulk booking, phone handlings & complaint handling
* Responsible for all operations activities during Shift
* Supervising entire process of Cinema Individuals.
* Co-ordination with Housekeeping for investigating room discrepancies & to ensure required

 Clean as per daily patron movement.

* Monitoring the Candy inventory and assistance to seniors for achieving Candy revenue.

 Monitoring VIP Arrivals, ensuring the VIP protocols are up to the mark.

* Following Billing procedures & to ensure that all bills of Vendors are closed under

 Approved accounting heads

**PROFESSIONAL QUALIFICATION & CERTIFICATIONS**

 **KURUKSHETRA UNIVERSITY**

* Post Graduate Diploma in Computer Application (PGDCA) FROM Kurukshetra University  Kurukshetra in 2006)

**ACCOUNT LEADERSHIP**

* Diploma in Account leadership.

 **NIS ACEDEMY**

* Advance Diploma in Management & Applied Skills (ADMAS) from The **NIS Academy, division of NIS Sparta Ltd, a Reliance ADA group Co. 36D, Chandigarh** with Sales &marketing Management as specialization in 2010

**AREA OF INTEREST**

* Interaction with Guest
* Complaint Handlings
* Business Improvement

**PERSONAL TRAITS**

* Ability to work under pressure
* Handling Multiple tasks
* Cheerful
* Flexible with timings
* Team Player
* Initiative

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| Year Of Completion | Qualification | Board / University |
| 10th | HBSE. | 2000 |
| 12th | HBSE. | 2002 |
| B.Com | Kurukshetra University  Kurukshetra | 2005 |
| MBA | Punajab University | 2010 |

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| Speaking | Speaking  | Reading | Understanding |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Punjabi | Yes | No | Yes |

**PERSONAL PROFILE**

Date of Birth : 22 April 1984.

Gender : Male

Nationality : Indian

Hobby : Interact with peoples, Watching News.

Marital Status : Married

I, hereby, certify that all the information provided above is true.

**Hiren Pratap Singh**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_ & Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_