
SHIV SHANKAR KUMAR RANA

S/O BAHADUR RANA
NR ROAD NUTANPALLY
SONARPUR KOLKATA 700150



SHIV SHANKAR KUMAR RANA



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LINKEDIN URL

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OBJECTIVE

To secure a challenging position in a reputable organization to extend my learning, knowledge, and skills.

SKILLS

Administrative leadership
Corporate client relations
Problem solving skills.
Self -management.
Fast Learning.

EXPERIENCE

- Six Months experience as a Receptionist cum Telecaller in HUL Service center in Kolkata from July,2020 to Dec,2020
 - Five Months experience as Senior Front Office Executive at the Manor House Kolkata.Nov,2019 to Mar,2020.
 - Two years experience as Guest Relations Executive at Sapphire Suites Kolkata from Oct,2017 to Oct,2019
 - Six months experience as Guest Relations Associate in The Accord Metropolitan Chennai from Jan,2017 to Jun 2017.
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EDUCATION

- Master's of Science completed in 2016 from VBU Hazaribagh Jharkhand.
 - Bachelor's of Science completed in 2013 from VBU Hazaribagh Jharkhand.
 - I.Sc completed in 2010 from J J College Jhumaritelaiya Koderma.
 - 10th completed in 2008 from High School Jhumaritelaiya Koderma.
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PROFESSIONAL DEGREE

Diploma in Hospitality, Travel & tourism and Customer services from Frankfinn Institute of Air Hostess Kolkata.

HOBBIES

- Watching Movies
 - Listening Songs
 - Reading Books
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Signature & Date