CURRICULUM VITEA



SMRUTI RANJAN DASH

Bangalore, India

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Profile:

I am a creative, optimistic and amicable person with excellent communication skills. I enjoy working both as a team and using my own initiatives, and I am looking forward to a challenging future in a growth oriented and reputed organization that would not only utilize my achieved qualifications but would also provide me a platform for the enhancement and practical application of my thoughts. I have a good understanding about my strengths as well as my weaknesses. I wish to apply all my skills and experience in the job and achieve a self-attained respectable position of an employee in your esteemed Organization*.*

Education:

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| Dates | Institution | Course |
| 2011 | Westin College Of Hotel Management,  Vijayawada, Andhra Pradesh, India | 3-Year Bachelor Degree In Hotel Management.(BHM) |
| 2005 | Regional College Rambag, Rambag,  Jajpur,Odisha | 10 + 2 (Intermediate). |
| 1999 | Dhanmandal High School,Jajpur,Odisha, | 10th (Matriculation). |

Skills:

* Excellent written and verbal communication skill and operational computer knowledge gained from work experiences.
* Handling guest related activities through a team of volunteers to deliver quality services to customers.
* Exceptional ability to rapidly absorb and understand new technical material, and to communicate them.
* Excellent ability to zoom in on what’s important, while retaining the overall perspective.
* Self-motivated and self-guided, always committed to the practical, while remaining guided by the ideal.
* Aware of latest developments / technologies related to the hotel industry.

1. Languages known (b) Areas Of Interest (c) Hobbies:

* (a) English, Hindi, Odia.
* (b) Reservation and F & B Service.
* (c)Listening to Music, Internet Surfing, Travelling, and interacting with people, Playing Cricket etc.

# Industrial Trainings

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| Dates | Employer | Responsibilities |
| 1st July-2008 to 1stSep-2008 | I T C Fortune Kences,  Tirupati, Andhra Pradesh | In the major four departments. Making reservations, telephone handling, handling guest databases, complaint handling and feedbacks, served food and beverages, prepared dishes, made rooms etc. |

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| Work Experience | | |
| Dates | Employer | Position Held |
| 11thFeb 2016 to till the date  10thOct  2015 to 30thJan 2016  06th July  2015 to 30th Sep  2015  11th September  2013 to  23th June 2015  04th Jan  2013 to  30th Aug2013  04th Jan  2012 to  30th Aug2012  17th Nov 2009 to  17th Nov 2011 | Hotel Kandi Tree, Bangalore  The Solitaire  Hotel,  Bangalore  Hotel Formule 1,(Accor Group)  Bangalore,  India.  Sandy Beach Hotel & Resort, Fujairah, U.A.E.  Hotel Centre  Point, Nagpur,  Maharashtra India.  La Marvella  Hotel,  Bangalore,  India  Al Safir Hotel & Tower,  Manama, Kingdom Of Bahrain. | Duty Manager.  Job Responsibility  Ensuring guest needs are attended to at all times, delivering the highest level of customer service and dealing professionally and appropriately with guest requests, enquires, comments and complaints To make sure that the department runs smoothly by proactively supervising the day to day operation when on shift, helping out as required and identifying and resolving problems in liaison with, or in the absence of, the Head of the Department. Supervising, training and supporting the team to maintain a positive work atmosphere.  Reservation Executive.  Reservation Executive.  Reservation Assistant & Receptionist.  Reservation Associate  Waiter  Waiter.  **Software/system skills:**  **MS Office :Outlook, PowerPoint, Word, Excel, Internet**  **Ids, Maya & winHMS, Fols,LUCID ,OPERA** |

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| Personal Information | |
| Father’s Name | Mr.Kailash Chandra Dash | |
| Mother’s Name | Mrs. Vijaya Laxmi Dash | |
| Marital Status | Single | |
| Age/Date of Birth | 32Yrs/13th February, 1984 | |
| Height | 165 cms | |
| Weight | 65 kgs | |
| Nationality | Indian | |
| Passport No | R3585473 | |
| Passport Issued date | 08-12-2017 | |
| Passport Expiry date | 07-12-2027 | |
| Passport Issued Place | Bhubaneswar | |

Permanent Address

S/O-Kailash Chandra Dash

At/Po-Dhanmandal debata sahi

Dist-Jajpur

Pin-754024

Odisha, India

Dated: Signature.