

**Pruthvi Rathod**  
+91 9687567678  
prithvi.306@gmail.com

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### **CAREER OBJECTIVE**

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Looking forward for an opportunity where I can implement my ideas and contribute towards growth of the organization.

### **EDUCATIONAL CREDENTIALS**

<b>Qualification</b>	<b>Institution</b>	<b>Percentage</b>
<b>DHM</b>	Vivekanand Institute of Hotel & Tourism Management	88.20
<b>GHSEB</b>	Apexa School.	62.00
<b>GSEB</b>	Virani School.	52.00

### **CORE QUALIFICATIONS & SKILLS**

- Staff Scheduling
- Strong People Management Skills
- MS Word , Excel
- Corporate Communications
- Assertive Leader
- Strong Work Ethic.
- Results-Oriented.
- Client Focused
- Confident and Self Motivated
- Highly Responsible & Reliable

### **EXPERIENCE**

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- Working as a Senior Front Office Executive in THE IMPERIAL PALACE,RAJKOT.(June-2018 to Present)
- Completed Management Training program in SEASONS HOTEL, RAJKOT. (March-2016 to May-2018)
  - Worked in All four major department and other sub supporter departments.
  - To ensure a smooth and efficient running of the Hotel operation
  - To set a high example in regard to punctuality, courtesy, performance, attitude, leadership, guest relations, Loyalty to Management and interdepartmental co-operation
  - Monitoring staff, and taking corrective action where necessary to resolve customer/client queries.
  - Participated in Meetings to determine areas where customer service could be improved.
- Completed Industrial Training in THE WESTIN PUNE KOREGAON PARK, PUNE.(Oct.-2015 to Mar.-2016)

## **PERSONAL DETAILS**

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**Father's Name** : Mr. Sureshbhai Rathod.  
**Mother's Name** : Mrs. Manishaben Rathod.  
**Date of Birth** : 3<sup>rd</sup> August 1992.  
**Permanent Address** : Aaryaland Residency, Block No.-06,  
Near Jivraj Park, Rajkot- 360004.  
Gujarat, India.

## **KNOWLEDGE OF LANGUAGES**

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- English, Hindi, Gujarati.

## **HOBBIES**

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- Travelling.

## **IDENTITY PROOF DETAILS**

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Passport Number :N1695064  
Nationality : Indian  
Place of Issue : Ahmedabad