

# *ASHISH ANAND*

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***Objective*** *To expand skill and experience in the field of hospitality.*

***Area of Specialization****: Human Resource Management and Marketing*

***Qualifications***

* ***Languages:*** *English , Hindi*
* ***Computer skills:*** *Microsoft word, Microsoft excel, Microsoft power point*
* ***Personal skills: •*** *Ability to work in a fast-paced environment to set deadlines*
  + *Excellent oral and written correspondence with an exceptional attention to detail*
    - *Enthusiastic self-starter who contributes well to the team*

***Education***

***Name of University/College , India***

***September 2017-***

***19***

***July2013 – May 2016***

***April/May 2013***

***April/May 2009***

***Master In Business Administration*** *(waiting for last semester examination).*

***B.A. / B.Sc. in Hotel Management*** *Year-3 Aggregate: 73%*

*Year-2 Aggregate: 62%*

*Year-1 Aggregate: 57%*

# *Details of Higher Secondary School & Qualifications (Intermediate +2)*

*NIOS, DELHI*

*Aggregate: 73%*

# *Details of Secondary School & Qualifications (10th)*

*N S DAV PUBLIC SCHOOL, SITAMARHI, BIHAR*

*Aggregate: 76%*

***Experience***

***WORK EXPERIENCE***

*2020*

*2019*

*(Summer)*

*2016-17*

*(Job)*

*2014*

*(Summer)*

*Working as a HR Intern at Lemontree Hotel, Patna*

*Industrial Training in Human Resource Department* Name Of Organisation: Maruti Suzuki, Arena, Patna Duration: 2 months

*NAME OF HOTEL : The Raintree, Annasalai, Chennai, India* DURATION: 9 Months

*JOB HANDLED: Concierge Service, Telephone Operator, Reception*

# *INDUSTRIAL TRAINING*

*NAME OF HOTEL: The Lalit, Jaipur* DURATION: 22 Weeks

*JOBS HANDLED:*

*Housekeeping*

* *Updating the registers in uniform and linen room.*
* *Delivering laundry in guest rooms.*
* *Supplying linen in the floor pantry*
* *Give uniform to the staffs*
  + *Food and Beverage*
    - *I have worked in coffee shop.*
    - *Served morning breakfast, lunch and dinner*
    - *Wiping cutleries and crockery*
    - *Room service*
  + *Front Office*

*Welcoming the guest*

* + - *Airport pick up and drop*
    - *Concierge service*
    - *Escorting the guest*
    - *Instant service*
  + *Kitchen*
    - *Worked in coffee shop kitchen*
    - *Mise en place*
    - *Morning breakfast preparation*
    - *Worked in Butchery section* ***References: Available on request***