**CURRICULUM VITAE **

**Shailendra Singh**

**Address:** D8/137, Sector 6 Rohini, New Delhi, 110085

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**INDUSTRIALEXPEREINCE:** Total 5 years of work experience in leading hotels of Delhi & NCR.

**OBJECTIVE:** Highly willing to get work experience with leading organizations, proficient and dedicated people, so as to leverage my practical skills and competencies in order to gain knowledge and experience in the field of Housekeeping to reach the zenith in this field.

### Work Experience:

### - Working as Housekeeping executive with Jaypee Hospital, Noida, UP, India (Jan’15 – till date);

###  Job Responsibilities:-

* Inspecting the cleanliness of assigned work areas.
* Maintaining material store and inventory
* Handling Patients calls & Queries on Desk.
* Taking training of staff according to SOP.
* Handling machinery
* Assisting in scheduling of staff.

### - Worked as Housekeeping Supervisor with MAX Hospital, New Delhi, India

### - Worked as Guest Service Executive with The Leela Palace, New Delhi, India.

### - Worked as Guest Service Associate with Radisson Marina, Connaught Place, New Delhi.

### - Industrial Training in Hotel Resort, Mumbai

### STRENGTHS:

* Punctuality
* Hardworking and Sincere with the assigned work
* Team Work
* Capability of handling work pressure
* Ability to take decision in emergency

**ACADEMIC QUALIFICATIONS:**

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| --- | --- |
| **Degree/ Certificate** | **Institution/ University**  |
| Pursuing Master of Business Administration – 4th semester | Sikkim Manipal University |
| Bachelor Degree in Hotel Management Catering & applied Nutrition | SAMS Institute of Hotel Management, Varanasi (U.P.) |
| 12th | C.B.S.E., Delhi |
| 10th | C.B.S.E., Delhi |

**ACHIEVEMENTS:**

* Achieved two **Bravo Awards** in **Radisson Marina**
* **2nd Prize** in **Table Tennis** at School level
* **Man of the Match** in Cricket in **BSNL Cricket Tournament**

**PERSONAL DETAILS:**

**Date of Birth: -** 20th August, 1985

**Marital Status: -** Married

**Native Place: -** New Delhi

**Languages Known: -** Hindi, English

**Father's Name: -** Mr. Rajendra Singh

**Father's Occupation:**  Retired as Senior Division Officer in MTNL, New Delhi

**Declaration:-**

I hereby, declare that the above mentioned information given by me are true and correct to the best of my knowledge.

Date:

Place: (Shailendra Singh)