

CURRICULUM VITAE

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PARVINDER SHARMA



OBJECTIVE

I AM AIMING TO CONTRIBUTE TO THE GROWTH AND TO THE DEVELOPMENT OF YOUR PRESTIGIOUS COMPANY BY SHARING MY INTERNATIONALLY GAINED KNOWLEDGE AND EXPERIENCE WITH ALL TEAM MEMBERS ACHIEVING HIGHEST LEVEL OF GUEST SATISFACTION PAIRED WITH COMPANY'S PROFITABILITY. TO SETTLE LONG-TERM IN A NEW CHALLENGING WORK ENVIRONMENT WITH THE FUTURE GOAL OF DEVELOPING MY CAREER PATH.

ACADEMIC QUALIFICATION

LEVEL	BOARD	RESULT
HIGH SCHOOL	PSEB	58%
SECONDARY	PSEB	55%
SR. SECONDARY	PSEB	53%
GRADUATION	P.U.	53%
M.A.(HISTORY)	P.U.	45%

TECHENICAL QUALIFICATION

POST GRADUATION DIPLOMA IN COMPUTER APPLICATION

WORK EXPERIENCE (GENERAL)

7 YEAR S IN RETAIL SECTOR (CHEMISTS, COSMETICS, ART. JEWELARY ETC.).
3 YEARS AS COMPUTER OPERATER (INTERNET CAFÉ)

5 YEARS (PART TIME) AS COMPUTER HARDWARE TECHNICIAN AT SHARMA
INFOTEC SERVICES, LUDHIANA

WORK EXPERIENCE (PROFESSIONAL)

FRONT OFFICE SUPERVISOR

HOTEL NAGPAL REGENCY LUDHIANA (MAY.2008 TO DEC-2013)

FRONT OFFICE SUPERVISOR

HOTEL ONN LUDHIANA (JAN. 2013 To DEC-2015)

FRONT OFFICE SUPERVISOR (PART TIME 6PM TO 10PM)

HOTEL ONN LUDHIANA (DEC. 2015 To Till Date)

OPD CLERK/CASHIER

BAAB JASWANT SINGH DENTAL COLLEGE (DEC-2015 to Till date)

KEY SKILLS

- **FAMILIAR WITH STANDARD CONCEPTS, PRACTICES, AND PROCEDURES WITHIN A PARTICULAR FIELD.**
 - **IN-DEPTH KNOWLEDGE OF OPERATING CASH REGISTER AND MAINTAINING CASH DRAWER**
 - **ABLE TO MAINTAIN CLEAN, NEAT AND CORRECTLY STOCKED CHECK STAND AND SAFE AND SECURE WORK AREA**
 - **COMPUTER: SKILLED IN MS WORD, EXCEL AND OUTLOOK**
 - **SKILLED IN INSTALLING, REPAIRING AND TROUBLESHOOTING COMPUTER HARDWARE AND PERIPHERALS**
 - **CREATE AND PRODUCE REPORTS AS REQUIRED.**
 - **COORDINATE SCHEDULES, PAYROLL AND EXPENSES TO MEET OR FALL BELOW BUDGET.**
 - **ENSURE THAT GUEST DATA AND MANAGEMENT REPORTING IS PROCESSED EFFICIENTLY AND ACCURATELY WHILE MAINTAINING PROPER SECURITY STANDARDS.**
 - **ENSURE THAT ALL ACCOUNTING TRANSACTION AND CASH HANDLING PROCEDURES ARE IN COMPLIANCE.**
 - **CONDUCT REGULAR MONTHLY MEETINGS WITH MEMBERS OF THE OFFICE STAFF AND COMMUNICATION TEAM TO ADDRESS CURRENT INITIATIVES, PROJECTS AND LONG TERM GOALS.**
 - **PRO ACTIVELY IDENTIFY POTENTIAL GUEST ISSUES.**
 - **MONITOR GUEST SATISFACTION PROCESSES, AND RESPOND TO GUEST CONCERNS, AND INQUIRIES.**

 - **ENSURED FRONT DESK HANDLES BILLING AND CASH IN ACCORDANCE WITH HOTEL'S STANDARDS.**
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LANGUAGES KNOWN

ENGLISH, HINDI AND PUNJABI.

HOBBIES

- **COLLECTING USEFUL INFORMATION FROM INTERNET**
- **LISTENING GHAZALS & LIGHT MUSIC.**

EXTRACURRICULAR ACTIVITIES

- **PARTICIPATED IN SCIENCE EXHIBITION STATE LEVEL IN AMRITSAR.**
- **PARTICIPATED IN SCIENCE EXHIBITION NATIONAL LEVEL IN BHUBNESHWAR (ORISSA)**

PERSONAL DETAILS

FATHER's NAME : Sh. FATEH CHAND
DATE OF BIRTH : 22nd AUG. 1982.
GENDER : MALE
MARTIAL STATUS : MARRIED

(PARVINDER KUMAR)