**CURRICULUM – VITAE**

**MAHESH KUMAR**

**CAREER OBJECTIVE:**

Getting an opportunity to work for an organization where my knowledge, skills and experience can be utilized to the optimum and simultaneously facilitating enrichment of professional knowledge for mutual benefit and growth.

**PROFESSIONAL EXPERIENCE:**

* Two year experience of Front Office Department in Hotel West End Inn (4\* Star) Rangpuri, New Delhi from April 2005 to March 2006.

**DUTIES & RESPONSIBILITIES:**

* + Report to Front Office Manager.
	+ Responsible for taking Check in and Check out procedure and making reservations / completing day sheet.
	+ Ensuring satisfaction of the guest by way of warm and pleasant welcome.
* Actively involved in facilitating the onward trips for the Guest.
* Ensuring coordination among all other departments.
	+ Interacting with customers of different Nature / Religion during the day.
		- Worked in **SRS Limited** as Manager Administration since April/2007 to March/2018:

**SRS Limited, a widely held entity listed at BSE & NSE,** is a multi-domain diversified Company operating with business verticals namely Cinema Exhibition, FMCG, Wholesale / Retail, Sale of Gold & Diamond Studded Gold Jewellery, manufacturing unit – a 100% EOU, Hospitality (Restobar & Hotel) Education and Healthcare.

**DUTIES & RESPONSIBILITIES:**

* Handling the corporate administrative activities.
* To arrange & manage the corporate meetings, conferences & events etc. and handling the guest management by providing a warm & Pleasant hospitality.
	+ - * Coordination with other departments in the organization for an effective and

 efficient transition.

* + Handling the corporate insurance Portfolio in the field of residential and commercial properties, Vehicle, Health & Life Insurance through an effective liasoning with vendors, sorting out & negotiating the quotes and to ensure cost cutting to the extent possible.
		- * Prepare MIS presentation for Management.
			* A rich experience of developing & maintaining cordial relations with Print and

Electronic media.

* Liaison with inter department Heads and their working team for and on behalf of Chairman’s office.

Monitoring the front office operation, housekeeping & maintenance work.

* **Presently working in SKS Techno Tools as Manager Administration since April/2018:**
* Handling all administrative activities of operation like proper upkeep & preventive maintenance of Machines & tools and other utensils.
* Make the attendance & salary of staff.
* Maintain the record of stock & monitoring the quality and its receiving & delivery documentation.
* Monitoring of Account like billing & payments.
* Maintaining the working environment by monitoring proper quality of housekeeping & discipline in the premises.

**EDUCATIONAL BACKGROUND**

* 10+2 from H.B.S.E. Board in 1998
* HIGH SCHOOL from H.B.S.E. Board in 1996

**PROFESSIONAL QUALIFICATION**

* + - **Four Year Bachelor Degree in HOTEL MANAGEMENT & CATERING TECHNOLOGY from BANARSIDAS CHANDIWALA INSTITUTE, New Delhi (Affiliated to GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, Delhi) in 2004.**
		- **MBA in Human Resource Management from MD University Rohtak in 2011.**

# COMPUTER SKILLS

* + - Basic Knowledge of Ms-Office (Ms-Word, Ms-Excel, Power Point Presentation) and Internet.
		- Telly

**HOBBIES**

* Interacting with different peoples and getting the best out from them.
* Watching T.V. in spare time.

**STRENGTH**

* Positive attitude, patience and perseverance under stress.
* Honesty, Hard work, diligence & Punctuality

# PERSONAL INFORMATION

Father’s Name : Mr. Hari Ram Dixit

Date of Birth : 12/01/1981

Language known : Hindi, English

Marital Status Married

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Mob: - 09205560128,

Permanent address : H.NO. 627 Dev Nagar Colony Palwal,

 Distt. Palwal (Haryana)

DATE: …………….. **(MAHESH DIXIT)**