SHASHANK VERMA

# Dear Sir/Madam,

**PERMANENT ADDRESS:**

**15-C PREM NAGAR, KHARA KUA,**

**NR. ARIHANT VATIKA, UDAIPUR (RAJ.)**

**MOBILE: +917597962628**

**EMAIL** [**: shashankver92@gmail.com**](mailto:shashankver92@gmail.com)

# I am submitting herewith my resume for your kind perusal and favorable consideration for the suitable post at your esteemed organization.

Review of my credentials will indicate that I am a qualified and high performing individual with excellent professional & technical skills achieved via rich cross-functional exposure of nearly 2 and half Years; last spearheaded efforts with Hotel ***Holiday Inn Express Ashram Road (Ahmedabad)*** in Front Office Operations from June 2014 till November 2016.

I am an innovative thinker, able to apply analysis and creativity to problem solving. I am a highly personable, self-motivated and diligent individual with flexibility to adapt to new situations.

Driven by high energy levels and technical competence I am confident of making visible contribution to company’s growth and profitability objectives.

A tour through my enclosed resume shall take you through the details and I am confident, in my credentials you would find a perfect fit for the said job. Thank you for sparing your time.

Thanking you in anticipation.

Yours sincerely, ShashankVerma

* **OBJECTIVE:**

**To have international cultural exposure and hands-on experience in the field of Human Resources management as a gateway to a meaningful HR career and seeking an important and challenging role in an organization where I can interact with new people and show my abilities.**

* **PROFESSIONAL EXPERIENCE:**
  + **Worked in ODC at:**

**~ Taj Umaid Bhawan Palace Jodhpur.**

**~ Oberoi Trident Udaipur.**

**~ Leela Kempenski Udaipur.**

**~ HRH Group Udaipur.**

* + **IT from Claridges group of hotels**(**New Delhi**).
  + **Worked As a Guest Service Associate in Holiday Inn Express, Ahmedabad (IHG) June 2014 till November 2016.**
  + **IT in Human Resources from Miraj Pipes & Fitting Pvt. Ltd. Badi (Udaipur)**
* **AREAS OF EXPERTISE:**
  + **Excellent language, communication, interpersonal, organizational and leadership skills.**
  + **Exceptional versatility with the ability to manage multiple tasks in a pressured environment.**
  + **Able to learn quickly, make effective decisions, keen instincts for problem resolution as an effective team member.**
  + **Dedication and drive as a hard-working individual.**
  + **Adequate knowledge as a front desk personnel.**
  + **A Good team player.**
* **EDUCATIONAL QUALIFICATION:**
  + **Master’s of Human Resource Management (MHRM) from UCCMS MohanLal Sukhadia University (Udaipur) 2017-2019**
  + **B.Sc. (Hotel Management) from IHMC-U [P.T.U] June 2010 - May 2013**
  + **Senior Secondary from St. Paul’s Sr. Sec. School Udaipur (Raj.) [CBSE] in the year of 2010.**
  + **Secondary from St. Paul’s Sr. Sec. School Udaipur (Raj.) [CBSE] in the year of 2008.**
* **COMPUTER KNOWLEDGE & SKILLS:**
* **MS Word, PowerPoint, Excel, OASIS (Property Management System).**
* **Internet - Email & Searching for content in major search engines like Google & Yahoo.**
* **ACHIEVEMENTS AND AWARDS :-**
  + **Attended the NCC combined annual training camp held at Vishramsthal, Ajmer.**
  + **Got certificate for creating awareness and assisting in raising funds for the care of elderly by Help Age India.**
  + **Got appreciation letter from Holiday Inn Express (Ahmedabad) for working hard and efficiently 2014.**
  + **Awarded as an Employee of the month from Holiday Inn Express (Ahmedabad) for the month of August 2015.**
  + **Certificate for Outstanding performance 2015 from Holiday Inn Express (Ahmedabad).**
  + **Certificate of appreciation for the Contribution ‘HIGHEST ACHIEVER’ in Guest Heartbeat Q1-2015**
  + **Awarded with BRAVO Card for achieving the given target of ROOM SALES.**
  + **Awarded with BRAVO Card for generating extra REVENUE by quoting good rate.**
  + **Awarded with BRAVO Card for doing the highest IHG Membership Enrollments for the year 2015.**
  + **Certificate for Smart Groomed employee for the month of November 2014.**
  + **Champion of the Quarter Award-2016 for exemplifying IHG’S WIINING WAYS through outstanding performance.**
  + **Attended the workshop on Developing Leadership Pipeline: “Structured On The Job Training” at IIM AHMEDABAD 2017.**
  + **Attended the International Research Conference at IIM AHMEDABAD 2017.**
  + **Participated in the HR Conclave on Transforming HR: Becoming a strategic business partner at Sir Padampat Singhania University, Udaipur.**
* **CONTRIBUTION TOWARDS IHG WINNING WAYS:**
  + **DO THE RIGHT THING: - Good decision maker and honest to work.**
  + **SHOW WE CARE: - Good Interdepartmental relations.**
  + **AIM HIGHER: - Always a key learner and takes the responsibility.**
  + **CELEBRATE DIFFERENCE: - Good listener who always welcomes different opinions.**
  + **WORK BETTER TOGETHER: - A good team player with the ability to delegate work within the team.**
* **PERSONAL DETAILS:**

Father’s Name : Mr. Dinesh Kumar Verma. Date of Birth : 22nd June 1992

Languages Known : English, Hindi and Mewari. Marital Status : Unmarried

Sex : Male

**All the above information is authentic to the best of my knowledge and belief.**

**(Shashank Verma)**