

CIRRICULUM VITAE

SHANTHAN KUMAR ANDE

shanthankumar2830@gmail.com

[+971-558137079](tel:+971-558137079)

CAREER OBJECTIVE:

Seeking a responsible career position, which will offer a high level of challenge, responsibility and opportunity to contribute significantly to the growth of the organization with experience in the industry and managerial skills in meeting the corporate goals of your organization.

SKILLS:

- • Typing.
- • Documentation Skills.
- • **Presentation:** MS-office Word, MS-office Excel.
- • Good Verbal and Written Communication.
- • Dependability.
- • Attention in Detail.

PROFESSIONAL EXPERIENCE:

HOTEL VAMSHEE INTERNATIONAL, NIZAMABAD.

Duration: August 2016-September 2018.

Designation: Office Assistant.

JOB ROLE AND RESPONSIBILITIES

- • Handling incoming calls and other communications.
- • Managing filing system.

- • Greeting clients and visitors as needed.
- • Maintaining and updating the employee details in a system.
- • Coordinating events as necessary.
- • Maintaining office equipment as needed.

SRI LAXMI PRASANNA LODGE, ARMOOR.

Duration: January 2019-March 2021.

Designation: Supervisor.

JOB ROLE AND RESPONSIBILITIES

- • Managing workflow.
- • Assigning tasks to employees.
- • Creating and managing team schedules.
- • Reporting to senior management.

EDUCATIONAL QUALIFICATION:

PROFESSIONAL QUALIFICATION:

- • Completed B.Tech in Computer Science in 2016 from Mahatma Gandhi Institute Of Technology (JNTUH) with 60%.

ACADEMIC QUALIFICATION:

- • Diploma (SBTET) from Govt. Polytechnic College with 68% in the year 2012.
- • High School (SSC) from St.Paul's High School with 86% in the year 2009.

DECLARATION:

I solemnly declare that all the above information is correct to the best of my knowledge. Thank you.

(SHANTHAN KUMAR)