

CURRICULUM-VITAE

Sachin S Varghese

Edavanathukavil (H)

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CAREER OBJECTIVE

To join hands with an organization that helps to fulfill my dream to become a successful professional.

EDUCATIONAL QUALIFICATION

Course	College	UTY/ Board	(%)	Year
M.B.A. - Human Resource Management.	SERT Campus, Chengannur	Annamalai University	83%	2019-2021
BSc - Catering Science and Hotel Management	Bright institute, Changanassery	Bharathiar University	72%	2016-2019
12 th	Metropolitan Higher Secondary School, Chengannur	General Education Board of Kerala	62%	2016
10 th	Metropolitan Higher Secondary School, Chengannur	General Education Board of Kerala	78%	2014

WORK EXPERIENCE

❖ HUMAN RESOURCE TRAINEE

Mountain Shadows Resort – March 2022 – September 2022.

- Data Entry – Uploading Employees details.
- Preparation of payroll.
- Statutory Requirements – ESIC, EPF etc.
- Maintaining wage register and attendance register.
- Dealt with staff welfare activities.

❖ **GSA (Guest Service Associate)**

Marari Beach Resort – Jan 2019 – Sep 2019.

I worked as a GSA in the Food and Beverage Department.

❖ **INDUSTRIAL EXPOSURE TRAINEE**

The Paul Bangalore – Aug 2017 – Dec 2017.

I trained in Front Office, Housekeeping, F&B Service and F&B Production.

SKILLS AND KNOWLEDGE

Computer Skills

- ❖ Sap (FICO)
- ❖ Microsoft Word
- ❖ Microsoft Excel
- ❖ Microsoft PowerPoint

Personal skills

- ❖ Good communicator
- ❖ Team leader and adapt changes quickly
- ❖ Excellent patience with positive attitude
- ❖ Sales and purchase negotiations

LANGUAGES KNOWN

English, Malayalam, Tamil.

PERSONAL DETAILS

Father's Name	:	Sunil Varghese
Date of Birth	:	20-02-1999
Age	:	23 years
Gender	:	Male
Marital Status	:	Single
Religion	:	Christian
Nationality	:	India
Passport No	:	V7176828

Declaration

I hereby declare that the above-mentioned details are correct to the best of my knowledge and belief.

Place: Chengannur

SACHIN S VARGHESE

Date: