

SHUBHAM SHARMA

Contact

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Languages

English
Hindi
Punjabi
Spanish

objective

A challenging job with an opportunities to rise & grow In a position that offers responsibility and conduct for development of personality I wish to have long term mutually beneficial relationship with an organization where I can learn as well as contribute my service.

Skill Highlights

- Quick learner
- Strong decision maker
- Complex problem solver
- Convincing Ability
- Good communication skill
- Analytical skills
- Belive in Teamwork

Experience

Front desk Executive manager

- **Royal Villa hotel-2023,2024**
- Welcoming Guests, arrange Bookings, work on PMS, Ms office software, feedbacks.
- Manage shifts, attendance, procurement balance sheet
- Salary slips, payment, cash collection.

Internship

Counselor

English Trainer

- Cooperate with clients to improve communication skills, boost self- confidence, groom personality.
- Develop thinking, clear concepts and motivate them.
- Get the chance to Work with senior managers, trainers, professors, teaching staff to solve the complex problems for clients.

Education

(M.A) Master of Art in English: **Dr Shakuntala Mishra National University, Lucknow- 2019**

Certifications

CCC

ADCA-Ms Excel, word, power point, Editing, HTML, AI, Photoshop

PMS Software

Accounting **TALLY** erp9