

CURRICULUM VITAE

VIVEK GUPTA

H.No.1-, Ram Chandra Encelave.

Near Pratap Encelave , Mohan

Garden, UttamNagar, New Delhi

Mob:- **9650388343**

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Career Objective

To work with a professionally managed enterprise and take up challenging assignment with greater responsibilities and successfully have the target and job satisfaction and also work in a challenging and dynamic environment that give me scope to earn, allowing me to develop my skill.

Skill sets

- Honest and punctual
- Customer focus
- Detail oriented

Professional Qualification

- Completed Hospitality Travel and customer service (HTCS Diploma course in 2017 from Frankfin institute of air hostess training. (Rajouri garden)
- Done computer diploma course from lal bahadur shastri institute.

Educational Qualification

- Completed **B.A. Programme** from **Delhi University** in **2019**.
- In **2016** done 12th from **Kamal model sr sec school (CBSE) BOARD**
- In **2014** done High school from **Kamal model sr sec school(CBSE) BOARD**

Experience

- Worked with BHUTANI infra as a Business Development Manager.
- Worked with Radisson blu hotel as a GSA in room dining.

Roles and Responsibilities

- Ensure good levels of customer satisfaction.
- Assess customer needs and provide assistance and information on product features handling customer query on call and in front.
- Team up with co-workers to ensure proper customer service.
- Build productive trust relationships with customers.
- Schedule a meetings with clients and give a proper knowledge about the product.
- Maintain MIS reports daily ,weekly and monthly basis.

KEY SKILLS

- Good in customer handling & Good convencing power.
- Good knowledge in Excel , word, ppt etc.

Personal Information

Father name : Mr Pannalal Gupta

Date of Birth : 20thjanuary1999

Nationality. : Indian.

Religion. : Hindu

Gender. : Male

Marital Status. : Single

Passport No. : R5670609

Vision :Normal

Languages Known. : English &Hindi

Hobbies & Interests. : Listening Music and cooking.

Place: Delhi

Date:

Signature



