**Resume**

**HUMDEEP SINGH**

**B1/185, PASCHIM VIHAR**

**NEW DELHI – 110063**

**MOBILE NO – +918376024211**

**gujralhumdeep@gmail.com**

**1. CAREER SUMMARY**

**Experienced office executive with sound knowledge of using technical sound knowledge of modern computer applications warm and friendly behaviour which proves to be an asset in receiving and greeting visitor from outside.**

**2. SKILL SETS**

**Skilled in sending emails, letter and couriers .Excellent Interpersonal skills to behave in a best possible way with seniors. Proficient in the use of M. S word, excel and outlet.**

**3. PERSONALITY TRAITS**

**Extremely hard working and self motivation and Innovative Excellent verbal and written skills in English. Ability to learn new task and a Quikle Lerner.**

**DUTIES AND RESPONSIBILITY**

**Ability to communicate effectively with all individuals communication of messages, receiving mails, sending mail in word, excel and outlook and Manage Enviroment.**

**ACADEMIA**

**10th passed out from National open school board**

**12th passed out from National open school board**

**B.A ( 1 and 2 year completed) From Shobhit University**

**Computer course certificate from the Graphics Institute, Paschim vihar**

**English speaking course from Bhaskar school, Paschim vihar**

**French speaking course from Lal bahadur Institute , Jewala Hari Market**

**EXPERIENCE :**

**1 Year worked with Jubilant Food pvt Ltd at Wazirpur As a Food Chief From 7 June 2008 To 30 September 2009.**

**Duties and Responsibilities are :**

* **Taking customer order on the table.**
* **Preparing Food and Return balance to customers**
* **Maintaining FIFO**
* **Receiving input stock and output stock**
* **Sending Email to my seniors about monthly sales.**

**2 year's Worked As a WAREHOUSE INCHARGE for Satguru Group Pvt Ltd from 10th November 2013 to 24th September 2015 in Lome,Togo ( 2 Years Contract Base Job)**

**Duties and Responsibilities are :**

* **Maintaining Electronic stocks And Update Files Records in the system.**
* **Daily checking In our Out goods for weekly in warehouse and office .**
* **Create a backup and Recover Policy**
* **Update stocks Inventory in excel .**
* **Documentation in form of internal.**
* **Customer Services to local Distributors and local states .**
* **After Distributors Less goods from system.**

**3 year's worked as a Kitchen Supervisor in Nathu’S Sweets shop from 12th March 2016 to 30th July 2019 in New Delhi**

**Duties and Responsibilities are :**

**Assisting with the preparation and serving of all meals and beverages to customers**

**Ensuring that the kitchen and service areas are clean and tidy**

**Ensuring health and safety regulations are followed**

**Cleanliness and replenishing of vending machines**

**Ensuring food is prepared to a adequate level**

**Ensuring team is managed effectively**

**1 Year worked With Good Times Hotel at Karol Bagh As a Front office manager From 8 September 2019 To 15 October 2020**

**Duties and Responsibilities are :**

**Maintain Check -In and Check -Out Register From Guest with Original I'd proof**

**Reservation Management.**

**Handling Guest Requests**

**Cash Management.**

**Feed back about Rooms**

**Arrange transport services For Guest**

**2 years worked with Sangat Restaurant at Lajpat Nagar As Assistant Manager From 20 November 2020 To 30 April 2023.**

**Duties and Responsibilities are :**

**Maintain proper storage environment as dictated in contract.**

**Maintain adequate inventories, sales forecasting and replenishment to eliminate out-of-stocks**

**Do the work accordingly by FIFO**

**Schedule and coordinate meetings.**

**Conduct employee performance reviews.**