

CURRICULUM VITAE

SANKALP TIWARI

1/60, Nehru Nagar,
New Delhi-110065

Mobile No.: 9953015694

E-Mail Id: tiwarisankalp007@gmail.com



Career Objective:

Aim to be associated with a progressive Organization that gives me the scope to apply my skill and to involve as a part of team and dynamically work towards the growth of the organization. To be a member of a prestigious organization which offers absolute exposure challenge and bright career.

Work Experience:

- Guest Service Associate in F&B Service Department in The Suryaa, New Delhi (01 year 06 months)

Job Description:

- ✓ Greet customers and answer their questions about menu items and specials.
 - ✓ Take food and drink orders from customers.
 - ✓ Relay customers orders to other kitchen staff.
 - ✓ Prepare food and drink orders, such as sandwiches, salads & coffee.
 - ✓ Accept payments & balance receipts.
 - ✓ Serve food and drinks to customers at a counter, at a stand or in a hotel room.
 - ✓ Cleaned assign work areas, dining tables or serving counters.
 - ✓ Replenish and stock service stations, cabinets and tables.
 - ✓ Set tables or prepare food trays for new customer.
- Working as a Information Retrieval in Just Dial, Noida Officer. (Inbound process) (02 years)

Professional Qualification:

- 2 year Diploma in Hospitality & Hotel Management from YMCA, New delhi.
- Knowledge of Computer.
 - ✓ MS Word
 - ✓ MS Powerpoint
 - ✓ MS Excel
 - ✓ Research on internet
- Basic computer knowledge course of 6 Months from NIIT.

Educational Qualification:

- 10th Passed with 45.6% marks from C.B.S.E. Board.(2010)
- 12th Passed with 60.00% marks from C.B.S.E. Board.(2012)
- Completed B.A. (Prog.) IIIrd year from Delhi University.(2018)

Personal Skills:

- Initiative and drive for success.
- Good ability to work in a team.
- Good Interpersonal skills.
- Inquisitive for learning.
- Self motivator
- Honesty
- Self confidence
- Hard Worker as well as Smart Worker.

Hobbies:

- ✓ Playing Cricket
- ✓ Volley Ball

Language Known:

- ✓ Hindi
- ✓ English

Personal Profile:

Father's Name	:	Sh. Rajender Tiwari
Mother'sName	:	Smt. Uma Tiwari
Date of Birth	:	01-03-1995
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Hindu

Date:

(SANKALP TIWARI)