Summit XXXXXX
Contact: XXXXXXXX
Mail Id: XXXXXXX@ymail.com

**Career Objective**

To make my career in hotel management field by using my good management skills for the mutual growth.

**Educational Background**

-2 year’s Post graduate diploma in hotel management from XXXXX institute in year XXXX with XX %.
-Science graduate from XXXX College in year with XX %.
-Passed higher secondary from XXXX board in year XXXX with XX %.
-Passed high school from XXXX board in year XXXX with XX %.

**Training undertaken**

-2 months training from XXXXX hotel. Learning includes-
-Observing the team handling by supervisor.
-To help the supervisor and assistant manager in serving customers.
-How to manage a party or event with effective manner.
-To solve the customers problem.
-Understanding the administration activities.

**Key skills**

-Good listening skills.
-Team management.
-Good leadership skills.
-Good motivator.
-Hard working.
-Disciplined.

**Achievements**

-I was the president of student committee in our college.
-Awarded as the “student of the year”.
-I was the member of events organizing committee.
-Participated in various athletes’ games and represented college at state level.

**Hobbies**

-Playing athlete games.
-Cooking
-Watching TV.

**Personal details**

Date of birth: XX-XX-XXXX
Languages known: Hindi, English, and etc.
Address: XXXXXXXX