# **VARGHESE PAUL**

# CONTACT



+91 9400515807

+91 7306148212

☑ varghesepaul12@gmail.com

🛍 Ernakulam, Kerala, India

# ACADEMIC CREDENTIALS

# **MASTER OF HUMAN RESOURCE** MANAGEMENT | 2021

De Paul Institute of Science & Technology, Angamaly

# **BACHELOR'S DEGREE IN HOTEL MANAGEMENT AND CATERING SCIENCE | 2015**

Naipunnya Institute of Management & Information Technology, Pongam Koratty east Kerala, India

## **HIGHER SECONDARY | 2012**

De Paul English Medium Higher Secondary School, **Angamaly** 

## SSLC | 2010

Sacred Heart Public School, Mookkannoor

# TRAINING EXPERIENCE

- 3 months Industrial Exposure Training at Holiday Inn, Cochin. (From November 2014 to February 2015)
- 2 months Industrial Exposure Training at Holiday Inn, Cochin. (From July 2015 to August 2015)



#### CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

# KEY SKILLS



# **EMPLOYMENT CHRONICLE**

**WAITER** | Apr 2016 – Jun 2019 RIXOS BAB AL BAHR, RAS AL KHAIMAH

#### **KEY RESPONSIBILITIES**

- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.
- Prepare the bill for tables when requested.
- Cash up bills and ensure that the correct amount has been paid.

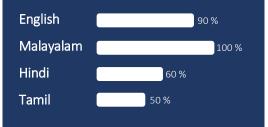
# CERTIFICATIONS

- CAZADORZ' 14 (Best Management Team Competition) held on Aug 13th 2014 at Naipunnya Institute of Management & Information Technology, Pongam
- Business Quiz of "AKRAYA 2020" South Zone Commerce Fest organized by the Department of Commerce, Sree Sankara Vidyapeedom College on 12th Feb 2020
- Treasure Hunt conducted on National Level Management Fest 2020 organized by School of Management Studies, UC College, Aluva on 7th Feb 2020
- The Obscured 2.0 conducted as Royal Albertian Fest 2020 organized by St. Albert's College, Ernakulam on 24th Jan 2020
- Best Management Team of Resonance 2.20 organized by National Level Management Fest on Jan 2020
- Treasure Hunt held on 26th & 27th Sept 2019 at Marian International Institute of Management
- Best Management Team conducted by Sahrdaya Institute of Management Studies, Thrissur on 25th Oct 2019

# **COMPUTER PROFICIENCY**

MS Word/ Excel  $\star \star \star \star \star$ MS PowerPoint  $\star \star \star \star \star$ Internet & E- Mail  $\star \star \star \star \star$ 

# LANGUAGES KNOWN



# **INTERESTS**







# PERSONAL STRENGTHS

- **COMMUNICATION** Interpersonal skills verbal, problem solving and listening skills in any administrative role.
- SERVICE Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT-Management skills to direct others and review others performance.

## **ACHIEVEMENTS**

 Best industrial trainee of Holiday Inn, Cochin for the month of December 2014.

# PERSONAL DOSSIER

Gender : Male

Date of Birth : 08-08-1994

Nationality : Indian Marital Status : Single

Permanent Address : Chakkiath (H),

Azhakam P.O. Mookkannoor - 683577

Ernakulam, Kerala, India

## **PASSPORT DETAILS**

Passport Number : V5020518

Date of Expiry : 09/12/2031

Place of Issue : Cochin

# **DECLARATION**

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

**VARGHESE PAUL**