**CURRICULUM VITAE**



**Nagaraju Munga (Nagesh)**

Nellimarla MD,

Vizianagaram-535217,

Andhra Pradesh.
Mobile: +91-996-372-0156, +91-729-292-5298
Email:nagesh2andhra@gmail.com, m2m.nag@gmail.com

**Career Objective:**

To work in a competitive organizational environment where there is scope for the enhancement of personal and professional skills there by contributing to organizational growth and success.

**Educational Qualification:**

* Class 12 (Science Stream)from National Institute of Open Schooling, Bhubaneswar in year 2011 (secured 78%).
* Class 10 from Kendriya Vidyalaya No3, Bhubaneswar in the year 2009.(secured 89.8%).

**Computer Proficiency:**

MS-office with basics of Internet applications and computer languages i.e. C, C++.

**Working Experience:**

* Worked as Team Member in KFC. My Job Profile covers arranging the dining room, welcoming and serving Restaurant guest and tidying the dining room after meal service.
* Worked as Restaurant Manager in Dosa Plaza, City Centre Mall, Nashik.
* 1 Year as a Front Office Assistant in the Chumbi Mountain Retreat and Spa, Pelling, Sikkim.
* Currently working as Front Office Executive in Hotel Galaxy, Rajkot

**Job Profile(FOE):**

* Greeting, registering, and assigning rooms to guests.
* Issuing room key to guest. Responsible for proper key control and other security measures.
* Answering telephone, Date stamping, sorting, and racks incoming mail and messages.
* Answering inquiries pertaining to hotel services, registration of guests, shopping, dining, entertainment, and travel directions.
* Keeping records of room availability and guests’ accounts. Operates the front office computer system.
* Computing bill, collects payment, and makes change for guests.
* Making and confirming reservations.
* Making restaurant, transportation, or entertainment reservations for guests.
* Checking out guests and inquires about their stay.

**Key skills:**

* Strong motivational and influential people skills.
* Enthusiasm for creating delicious food and providing a great service.
* An eye for detail and the ability to drive consistent brand standards.
* Experience of managing people and driving business performance.
* Experience of organizing private functions including parties and weddings etc.

**Personal Details:**

**Name:** Nagaraju Munga
**Father’s Name**: M Venkat Rao
**Date of Birth**: 30 SEP 1992
**Address**: Door No-6/136, Telakala Street,

 Infront of Shri Ram Mandir,

 Nellimarla MD,

 Vizianagaram-535217,

 Andhra Pradesh.

**Sex**: Male
**Religion**: Hinduism

# Declaration:

# I, hereby declare that the information furnished above is true to the best of my knowledge.

Date: Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_