

RITABROTO BHATTACHARYA

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Date of Birth: 04-March-1999

Father's Name: Rupnarayan Bhattacharya



Objectives: To become a leading hospitality professional, providing quality service and to achieve fame and goals by exhibiting skills and capabilities in the hospitality industry.

Area of Specialization: Hotel Operations Specialization

Short Background.

Currently pursuing BA in Hospitality Management in University Of West London from Institute Of Advanced Management , Kolkata and Advanced Program in Hospitality Administration . I am flexible to join any department on any distinguished property.

Qualifications

- **Languages:** English, Bengali, Hindi
- **Computer skills:** Microsoft word, Microsoft excel, Microsoft PowerPoint
- **Personal skills:** I have patience and I have a passion for my job. I am flexible and can adjust with different situations and also can execute a work at the time of stress. I also possess interpersonal skill .

Education

July2018 – May 2021	<u>Name of University/College , India</u> Institute Of Advanced Management B.A. in Hospitality Management Current Status: Final Year (Year-3) Student Year-2 Aggregate: Still awaiting Year-1 Aggregate: 65.26%
April/May 2018	<u>Details of Higher Secondary School & Qualifications (Intermediate +2)</u> Holy Garden Model School, Banjetia, Murshidabad CBSE
April/May 2015	Aggregate:-60% <u>Details of Secondary School & Qualifications (10th)</u> CBSE Aggregate- 54%

INDUSTRIAL TRAINING

NAME OF HOTEL: TAJ VIVANTA, Kolkata

DURATION: 22 weeks

2019
(Summer batch)

JOBS HANDLED

- Housekeeping
 - Public Area Cleaning and mopping (Main Porch)
 - Delivering laundry to the guest rooms
 - Servicing the rooms
 - Bed making
 - Supplying the linen to the floor pantry
 - Turn down services to the room
 - Providing guest requests
 - Store pickup
- Food and Beverage
 - I have worked in Banquet, All Day Dining restaurant and on In Room Dining(IRD)
 - Maintaining IRD pantry
 - Delivering food and beverage to rooms
 - Store pickup
 - Food and beverage service to guests
 - Clearance
- Front Office
 - Escorting guests to the rooms
 - Luggage handling
 - Making key card and
 - Left luggage room cleaning and maintenance
 - Welcoming the guests
 - Providing guest service
- Kitchen
 - Refilling the buffet
 - Store pickup
 - Pantry cleaning and setup
 - Provide TAJNESS to the guests
 - Cutting and chopping of vegetables

References available on request.