

# RESUME

## SANJAY NEUPANE

Chandrapur-1, Rauthat, Nepal  
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### Objective: Seeking the Position in Driver

#### Summary:

Exceptionally talented Valet Driver with huge experience in greeting guests, carrying heavy suitcases, and giving information to the guest about the hotel facilities.

#### Career Objective

To be able to contribute to the development of the establishment's success through my dedication and determination. To explore avenues of growth that would strength then and develop my potential as an individual's so that I can utilize them and to apply knowledge, abilities and skills of my profession.

#### Personal Profile

I'm a doer and thinker. I set my mind into doing something and do it well even under pressure. I love to learn and gain knowledge about almost everything. I can deal with individuals from different walks of life for work best for people. I also maintain a healthy lifestyle. I always give in everything I do.

#### Work Attitude

- To work in an organization in any activity assigned to me under pressure both in the field of my experience or my assignment made to me.
- Capable of working with a maximum supervision and willing to take up extra responsibility.
- To work with an attitude of hard work.
- Highly presentable with the guest.

#### Summary of Qualifications

- Over two years' experience in hospitality industries.
- Strong ability to maintain composure.
- Profound neat appearance and solid verbal communication skills.

- Enviably pleasant, outgoing personality with uncommon interest in working intensely with the Public.
- Exceptional knowledge of commonly-used concepts, practices, and procedures within a particular field.
- Remarkable ability to follow instructions and pre-established guidelines.

## **Duties & Responsibilities**

Greet hotel guests according to the Millennium Hotel Standards

Ensure that I am on time to my duty with clean uniform and well groomed.

Familiar with all hotel facilities, hours of operation and current promotions

Have knowledge of Doorman and Bellman duties.

Assist guest with luggage, when arriving or departing from the hotel.

Assist guest with loading/offloading from the vehicle.

Knowledgeable of all traffic regulations and abide by them at all times

Maintain an alert position in the Entrance; do not form groups when not busy.

Be familiar with local area services, offices, attractions, restaurants, etc.

Provide directions to various destinations within the city.

Follows program and suggests recommendations according to guest needs.

Implement and follow car key control and log accordingly.

Treat guest's cars with respect, and always be cautious while driving.

Respect the driving rules within the property at all times.

Different makes of car and their operation.

## **WORK EXPERIENCE:**

3 Years worked experience as a Valet Driver in **Millennium Hotel** in **Doha, Qatar**

Duration- 2011/06/19 to 2014/07/08

## **Education**

- Passed School Leaving Certificate, affiliation with His Majesty of government

### **Training:**

- **Computer knowledge**, fundamental, MS dos, MS windows 98, MS windows 2000, MS windows Xp, MS word, MS Excel, MS Excel 2000, MS Excel xp, MS power point,
- MS paint, Page maker, system utilities, Multimedia& Browsing email internet.
- And about opera programmers.
- Basic fire fighting training certificate-Millennium hotel.
- 3 weeks Receptionsit training in Hotel Millennium

### **Certificate Awards**

- Communication skills certificate-

### **Personal Details**

Date of birth	: 25 <sup>th</sup> October 1983
Marital Status	: Married
Sex	: Male
Father Name	: Khadananda Neupane
Permanent Address	: Madhavestan VDC-1, Kathmandu, Nepal
Contact no	: +977-9841363031
E-mail	: <a href="mailto:sanjayneupane04@gmail.com">sanjayneupane04@gmail.com</a>
Licence no	: 28352411645(From Qatar)
Language Known	: Fluent English, Nepali, Hindi and basic Arabic
Religion	: Hindu
Nationality	: Nepali
Height	: 5 ft. 7inches

### **Passport Details**

Passport No	:-07076119
Date of issue	:-16 -02-2015
Date of Expires	: 15-02-2024
Place of Issue	: Rahutat, Nepal

### **About my self**

I am believer in discipline, commitment and dedication to whatever task is given. Honest and good manners are strongest virtues; I believe and can adapt myself to any environment and situation and find it challenging to be given new goals in new organization. I have a very friendly nature and find it very easy working in any group

### **Declaration**

I hereby declare that all the above-furnished details are true to my sense and knowledge

