Sumit 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 years 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