



PAYEL PRAMANIK

CONTACT ME

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101 Deshpran Sashmal Road
Howrah -711101

EDUCATION

2010
MADHYAMIK (W.B.B.S.E)
(TARASUNDARI BALIKA
VIDYABHABAN)

2012
HIGHER SECONDARY
(W.B.C.H.S.E)
(TARASUNDARI BALIKA
VIDYABHABAN)

2015
BACHELOR DEGREE
OF HOTEL MANAGEMENT
(SUBHAS BOSE INSTITUTE
OF HOTEL MANAGEMENT)

SOCIAL LINKS

[https://www.linkedin.com/in/
payel-pramanik-4a01161a1](https://www.linkedin.com/in/payel-pramanik-4a01161a1)

OBJECTIVE

I am committed to my professional growth & have taken training courses specific to the skills in which I recognize a need for improvement. I regularly seek out opportunities to connect & learn from others in my field, I value learning and regularly seek out opportunities to learn something & of value to my work efforts.

WORK EXPERIENCE

1) ILEAD - INSTITUTE OF LEADERSHIP, ENTREPRENEURSHIP AND DEVELOPMENT (1ST MARCH - PRESENT)

DESIGNATION - EXECUTIVE - FRONT OFFICE

JOB DESCRIPTION

- i) Overall Front Office Maintain.
- ii) Floor Manage while Admission Starts.
- iii) Mailing Courier managing, Epbax maintain, call transferring to the respective department.
- iv) Co-ordinate with all departments as per library, studio, HR, Admin, Academic Events, as per need.
- v) Maintain registration sheet and co ordinate with event department in college program (Managedia Fest, Convocation, Future Vista, and other college internal program).
- vi) Making Students ID cards and keep track of Students ID card Documents in a Proper way.
- vii) Effectively handled all difficult or hostile visitors by communicating with them respectfully and always gave the best to accomodate their needs and wishes.
- viii) Handling Students, Parents, Visitors enquiry as well as over phone and physically both.

2) ISHM - INTERNATIONAL SCHOOL OF HOSPITALITY MANAGEMENT (28TH FEBRUARY 2020 - 12TH JANUARY 2021)

DESIGNATION - PUBLIC RELATION EXECUTIVE

JOB DESCRIPTION

- i) Students Counselling.

EXTRA ACTIVITIES

- Problem Solving Skills
- Teamwork
- Active Listening
- Communication
- Creativity

HOBBIES

- Listening To Music
- Reading Books

LANGUAGES

Bengali



English



Hindi



- ii) Calling Leads (Get my Uni/ College Dunia).
- iii) Student payment Maintain.
- iv) Maintain Overall Admission Process.

3) **NEXA** (29TH OCTOBER 2018 - 25TH NOVEMBER 2020)

DESIGNATION - FLOOR MANAGER

JOB DESCRIPTION

- i) Maintain Floor and Office decorum.
- ii) Maintain all register.
- iii) Showroom upkeep maintains.
- iv) Test Drive Car maintain.
- v) Refreshment Handling.
- vi) Maintain Reception work.

4) **PEERLESS INN** (2ND NOVEMBER 2017 - 31ST SEPTEMBER 2018)

DESIGNATION - TRAINEE STEWARD

JOB DESCRIPTION

- i) Taking Order from Customer.
- ii) Customer Handling
- iii) Register maintain.
- iv) Stock maintain.
- v) Serving Food to the customer.

5) **FORTUNE PARK , ITC PANCHWATI**

(2ND NOVEMBER 2017 - 31ST SEPTEMBER 2018)

DESIGNATION - INTERN

JOB DESCRIPTION

- i) Front Office
- ii) Housekeeping
- iii) Food & Beverage Services
- iv) Food Production

DECLARATION : The details provided above are accurate to the best of my understanding

PLACE:

DATE:

Payel Pzamanik

(Signature)