



Curriculum Vitae

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L.I.G-159.ROAD NO.-09
Shashtrinagar
Bhavnagar-364003.

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Objective

Based on my qualifications, My wish to work in challenging and competitive environment in a reputed organization. So, I am currently looking for a position where my abilities can be utilized optimally to serve the organization best.

Professional Experience

- Admin sr. Officer (**Salya Hospital, Palej**)

Job Description: Currently, I am working as a Admin Sr. Officer responsible for manage the all contractual staff & Ambulance services also arrange, organize and co-ordinate for the training of the dept. I also check H.K. Dept., Security Dept. & Driver Dept. all paper/Document cross check. I also arrange food & accommodation for new nursing staff & guest. I also check about general Admin paper work.

Duration: From Dec'13 to Till Date.

- Admin Officer (**Sterling Hospital, Bhavnagar**)

Job Description: I worked as a Admin Officer responsible for manage the all contractual staff & Ambulance services also arrange, organize and co-ordinate for the training of the dept. I also check H.K. Dept., Security Dept. & Driver Dept all paper/Document cross check. I also arrange food & accommodation for new nursing staff & guest. I also handle Bio Medical waste.

Duration: From Sept. '10 to Dec '13

- Supervisor (**Marriott hotel, Edinburgh**)

Job Description: One year work (internship) in Marriott Dalmahoy hotel & country Club, Edinburgh (Scotland U.K)

Duration: From Feb '09 to Dec '09

Skill Set

Primary : Front Office , Food & Beverage Service. Food & Beverage Production

Comfortable : Housekeeping

• **Educational Qualification**

Qualifications	Institution	University/Board	Year of passing	Marks obtained/Grade
Bachelors in hotel & tourism management	Vivekanand Institute of Hotel & Tourism Management Rajkot.	Saurashtra University	March-2007-08	First class(62.88%)
B.com	M.j.collegg, Bhavnagar	Bhavnagar university.	March-2003-04	Second class(52.57%)
H.S.C	Sanatan high School.	G.S.E.B.	April 2001-02	Second class(57.83%)
S.S.C	Sanatan high School.	G.S.E.B	1998-99	Second class

Hotel Training

Name of the Hotel: Four months industrial training in FORTUNE- LANDMARK HOTEL,

Address : Ahmedabad - 38 00 07.

Duration : Apr-05 to July-05

Name of the Hotel: Four months industrial training in SAYAJI HOTEL, INDORE

Address : INDORE

Duration : Sept.-06 to Jan-07

Name of the Hotel: Four months industrial training in TAJ UMMED HOTEL,

Address : Ahmedabad.

Duration : April 07 to July-07

ABOUT ME

To be a member of a value driven corporation and help achieve maximum profit to the organization with the best of my skills and knowledge and with the work entrusted.

PERSONAL STATEMENT: -

Industry is growing day by day and I believe in learning and success.

TRAINING OBJECTIVE: -

To learn each and every part of the hospitality and tourism

LONG TERM OBJECTIVE: -

To reach good post in chain hotel and hospitality Industry.

STRENGTHS: -

Hard working, positive attitude and confidence.

LANGUAGE PROFICIENCY: -

English, Hindi, and Gujarati.

Personal

Name (L-F-M) : **Bhatt Kartik Arvindbhai**
DOB/Marital/Nationality : 28-Jan-1983 / Married / Male / INDIAN.
Permanent Address : LIG-159,ROAD NO.:09.
Shashtrinagar,Bhavnagar-364003.
Alternate E-mail : **kartikbhatt1@gmail.com**

REFERENCES:-

Dr.Sanjivkumar Bhatiya
Cardiologist
Sterling Hospital
Bhavnagar
MO. No.: 9723709127

Dr.M.M. Ishani
Laprosopic Surgeon
Sterling Hospital
Bhavnagar
Mo.No.9825207206

I hereby declare that all the information stated in resume is absolutely correct. I am ready to accept challenges of the future changes in the field and ready to work with any platform of application.

Kartik A. Bhatt