

# Abhishek Tripathi



V/3 NCERT CAMPUS,  
Shr.AUROBINDO MARG,  
NEW DELHI-110016.

## Objective

To make a career in the corporate/professional world by grooming my knowledge and abilities, and to play an important role in an organization, also to help the organization in every aspect by utilizing my communication, interpersonal, organizational and customer service skills . Expect to work to bring improvement in Tourism sector by inducting ethos of healthy socio cultural life and more specifically on human resource management. Gain experience in the functions of administration, development of resources, projects appraisal, client procurement , training programs and performance management.

## Educational Qualification:

10<sup>th</sup> from CBSE board 2003.

12<sup>th</sup> from M.P. board 2005.

B.Sc. (Hospitality and Tourism) from I.H.M.Hajipur, NCHMCT, 2006-09.

Six months of Industrial Training in Hotel Ashoka, New Delhi.

## *Employment Details:-*

**Currently Associated with ICSI New Delhi** (INTERNATIONAL CHAMBER FOR SERVICE INDUSTRY) as **Principal Associate Strategic Collaberations,HRD**(Human Resource Development). From March 2016.

Before which was with **ITFT Chandigarh**.As **Hospitality Trainer & Acedemic Head** from September 2015 to Feb 2016.

Under Central Govt. DDUGKY (Deen Dayal Upadhyia Gramin Kaushal Youjna) Project With Sikkim State.

A skill Development Project For Empowering BPL Children In Different Skills of Tourism Hospitality, Marketing & Retails & BPO.

In Which Students are trained to become working professional of their respective trade in the span of just 90 Days.

After which they are Placed to different organizations for their Jobs.

➤ **Self Employed as Freelance Consultant:**

May 2009 to Sep 2009 & May 2012 till August 2015: Helping Tourist from Abroad and Planning trip to tourist destinations across the country coordinating with different Tourist Guides and Hotels to meet the requirements at different levels

➤ ***Cambay Grand Hotel, Gandhi Nagar***

***Position: F&B Captain***

**Company Name: Hotel Cambay Grand**

**Designation : Head Operations & Training**

**Period : Sep-2009 to Dec-2010**

**JOB DESCRIPTION:**

- Responsible for the Training of New Joining & Interns
- Work Allocations to staff on daily basis for Interns
- Allocation of staff to various sections of F&B services
- Supervision of inventory available and required in F&B Service section
- Allocations of Banquets for the events to happen on daily basis
- Commencing Meetings with the various sections of the work force involved to maintain a healthy work flow at the time of events happening in the Hotel premises

➤ ***DCM Data Systems Limited***

***Position: HR Executive***

**Company Name: DCM Data Systems, IT Division of DCM Ltd.**

**Designation : Sr. HR Executive**

**Period : Jan-2011 to till April-2012**

**JOB DESCRIPTION:**

- Required to be highly organized, detail oriented, independent, aggressive and result-driven.
- To work under pressure with excellent team leading skills with fast grasping capability.
- Demonstrated ability to close the deals & deliver on time consistently & swiftly
- Adroit at maintaining affable relationship with employees, candidates and clients ensuring quality and service to achieve target requirements

- Excellent communication with strong negotiation skills having leadership qualities & analytical power
- Extensive experience in sourcing, identifying, securing & and closing candidates on any given IT position.
- Short listing appropriate profiles as per the requirement of the client.  
Conducting initial screening before sending the profiles to the clients  
Organized and scheduled interviews between clients and candidates.
- Responsible for end to end recruitment from client requirement to closing positions.
- Responsible for increasing number of qualified applicants in database.
- Independently responsible for middle level requirements.
- Handling PAN India IT Recruitment
- Imperative member of the Resource Management Group responsible for the resource
- Planning & staffing for Business unit within given time frames.
- Regular interaction with Business head for requirement of manpower and skills required.
- Creating resource pipeline to enable ramp up of future projections.
- Develop new manpower consultants and Coordinated with them to hire the best resource.
- Compensation negotiation with the selected candidates.
- Developing recruitment strategies and solutions for hard to fill positions by using database of previously submitted resumes for referrals.

### ***Skills & Expertise:-***

- Strategic Sourcing
- Strategic Communications
- Talent Acquisition
- Internet Recruiting
- Screening
- Creative Sourcing
- Customer & Client Interaction

### **Computer Skill**

**Operating System** : Windows, MS-DOS

**Tools** :MS Office

**Browser** :Internet Explorer, Google Chrome etc

### **Extra Curricular Activities**

- Participated in annual function at school level.
- Served and looked after the ex-president Dr. A.P.J. Abdul Kalam & Vice President of India and other member of parliament including C.M. of Bihar.
- Participated in several banquet functions organized by HOTEL MAURYA PATNA.

- Active participation in seminar and culture activity in college level.
- Member of anti- ragging committee.
- Member of organizing committee for fresher party, farewell party & various other college functions.

**Hobbies:-** Listing songs, travelling around and exploring versatility in the world around.

**Strength:-** Family & Friends, Communication skills & Self Confidence to Achieve the Desired Objectives.

**Personal Details:**

Data of birth:28-oct-1987

Father name: Prof. B. K. Tripathi

Mother name: Mrs. Parvati Tripathi

Gender: Male

Marital Status: Single

Languages known: Hindi & English

**Declaration:**

**I hereby declare that the above written particulars are true to the best of my knowledge and belief**

**Place**

**Date .....**

**Abhishek Tripathi**