



**MEWAR UNIVERSITY
GANGRAR, CHITTORGARH, RAJASTHAN**

To,

The Registrar

Mewar University

Gangrar Chittorgarh Rajasthan

Subject: - JOINING REPORT

Dear Sir,

This is to inform you that I Mr. Raghvendra Chundani have joined today dated 30.08.2025 for the post of Course Coordinator (OL) in the Center of Distance & Online Education of Mewar University.

I, assure that I will be doing all my work effectively and efficiently.

Your's Sincerely

Raghvendra
30.08.2025
Signature


Registrar
Mewar University
Gangrar, Chittorgarh



MEWAR UNIVERSITY

NAAC 'A'
GRADE
ACCREDITED UNIVERSITY

A University u/s 2(f) & 12(B) of the UGC Act 1956 with right to confer degrees u/s 22(1)
of the UGC Act Established by Rajasthan State Govt. vide Act No. 4 of 2009

No. MU/OL//2025-26/ 1915

Date:- 2/8/25

Mr. Raghvendra Chundawat
Add: Nehru Nagar Housing Board
Backside Jodhpur Sweet Home Senth, Chittorgarh

Dear Mr. Raghvendra Chundawat

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Course Coordinator at Centre for Distance and Online Education in Mewar University, Gangrar, Chittorgarh- Rajasthan** and you will be exclusively working in Centre for Distance and Online Education (CDOE) in the Pay band of **Rs. 15600-39100 + Rs. 5400 AGP on a monthly gross salary of Rs. 27820 /- per month.**

1. You will be on probation for a period of 2 years after which you will be confirmed, based on your performance.
2. During the service period, if your performance is not found to be satisfactory, your services are liable to be terminated at any point of time, without any notice or assigning any reason therefor.
3. If you opt for resigning the post during the period of probation, It is subject to the approval of Authority to relieve you as per rules & Regulations of Mewar University.
4. After completion of the probation period, if you opt for resignation from the services or the Management willing to terminate your services, three months' notice shall be given or three months' salary shall be payable in lieu of the three months' notice period, as the case may be.
5. Throughout your service in this University, you will be governed by the Employees Conduct Rules and Service Rules that the University may frame from time to time.
6. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding
7. You are expected to work six days in a week. You are expected to work in University during working days after the office hours if need arises.
8. At the time of joining the duty in this University you should bring the following documents in original. Educational/Service certificate

Registrar

University Campus : NH - 48, Gangrar, Chittorgarh, Rajasthan - 312901

NCR Office : Sector 4C, Vasundhara, Ghaziabad - 201012 (U.P)

Tollfree : 18001218086, Contact Nos.: 01471-285455/57, 9414109080, 9928789090

Website: www.mewaruniversity.org, E-mail: admission@mewaruniversity.org

- Date of Birth Proof (SSLC/HSS Mark sheet/Birth certificate)
 - Educational certificate
 - Aadhar, PAN, Bank A/c.
 - Reliving & Experience certificate
 - 5 Nos. of Recent passport size photo
9. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

As a token of your acceptance, sign the duplicate copy of this letter and return it to the undersigned.

We wish you a long and fruitful association with our University

DECLARATION


Registrar
Mewar University
Gangrar, Chittorgarh

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.


.....
Signature with Date



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

(Accredited with 'A' Grade by NAAC)

STATEMENT OF MARKS

NAME : RAGHVENDRA CHUNDAWAT ROLL NO. : 30709
FATHER'S NAME : CHOTU SINGH CHUNDAWAT ENROLMENT NO. : 9008
MOTHER'S NAME : SHANKAR KUNWAR CATEGORY : Regular

M.T.M (IV SEM) EXAMINATION 2017 - 2018

PAPER CODE	SUBJECT OFFERED	MAX	MIN	Marks Obtained				REMARK
				TH	INT	PR	TOTAL	
MTM401	AIR CARGO OPERATIONS	100	45	36	19		55	P
MTM402	INDIAN CULTURE AND SOCIETY	100	45	46	17		63	P
MTM403	MICE TOURISM	100	45	36	23		59	P
MTM404	LEGAL FRENCH-III	100	45	30	21		51	P
MTM405	PROJECT	100	45			76	76	P
Total Marks (Min: 250 , Max : 500)								304

RESULT

FIRST SEM

THIRD SEM

GRAND TOTAL

RESULT/DIVISION

SECOND SEM

FOURTH SEM

304

P4SO

College : 39 - FACULTY OF MANAGEMENT STUDIES

G- Passed by Grace F-Failed A-Absent
Due- Due Paper

UDAIPUR, Result declared on

22/11/2018

CONTROLLER OF EXAMINATION

* This is a computer generated gradesheet.



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

(Accredited with 'A' grade by NAAC)

STATEMENT OF MARKS

290666

NAME : RAGHVENDRA CHUNDAWAT

ROLL NO. : 10010

FATHER'S NAME : CHOTU SINGH CHUNDAWAT

ENROLMENT NO. : 9008

MOTHER'S NAME : SHANKAR KUNWAR

CATEGORY : Regular

M.T.M (I SEM) EXAMINATION 2016 - 2017 (AFTER REVAL)

PAPER CODE	SUBJECT OFFERED	MAX	MIN	Marks Obtained				REMARK
				TH	INT	PR	TOTAL	
MTM101	MANAGEMENT CONCEPT AND PRINCIPLE	100	45	29	21		50	P
MTM102	TOURISM CONCEPT AND IMPACTS	100	45	35	11		46*	F
MTM103	INFORMATION TECHNOLOGY FOR TRAVEL TOURISM	100	45	41	11		52	P
MTM104	ACCOUNTING FOR MANAGERS IN TOURISM	100	45	5	0		5*	F
MTM105	TRAVEL AGENCY AND TOUR OPERATIONS MANAGERMENTS	100	45	39	15		54	P
MTM106	SELF- DEVELOPMENT AND INTERPERSONAL SKILLS	100	45	34	12		46	P

Total Marks (Min: 300 , Max : 600)

253

Result

PROMOTED

College : 39 - FACULTY OF MANAGEMENT STUDIES

290666

G - Passed by Grace • F - Failed • A - Absent
• Due - Due paper

19/07/2017

UDAIPUR, Result declared on

RC Kumawat
CONTROLLER OF EXAMINATION

अनुक्रमांक
Roll No. 52530

क्रमांक
S. No. 010061606819



मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर Mohanlal Sukhadia University, Udaipur

STATE UNIVERSITY OF RAJASTHAN
NAAC ACCREDITED GRADE "A"

विज्ञान स्नातक

प्रमाणित किया जाता है कि राघवेन्द्र चुण्डावत ने इस
विश्वविद्यालय से २०१६ की परीक्षा में विज्ञान स्नातक
(त्रि-वर्षीय पाठ्यक्रम) की उपाधि द्वितीय श्रेणी में नियमित
विद्यार्थी के रूप में प्राप्त की।

Bachelor of Science

This is to certify that RAGHVENDRA
CHUNDAWAT obtained the Degree of Bachelor of
Science (Three Year Degree Course) from this
University in the Examination of 2016 as a regular
student in the SECOND division.

Date: 11.11.2017



Electronic verification access is available on University website

D. Sharma
कुलपति

Vice Chancellor





MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

(Accredited with 'A' grade by NAAC)

STATEMENT OF MARKS

0174459

THIRD YEAR T.D.C. SCIENCE EXAMINATION 2016										
NAME : RAGHVENDRA CHUNDAWAT				ROLL NO. : 52530						
FATHER'S NAME : CHOTU SINGH CHUNDAWAT				ENROLMENT NO.: 2013/9008						
MOTHER'S NAME: SHANKAR KUNWAR				CATEGORY : Regular						
SUBJECT(S) OFFERED	MAX MARKS	MIN MARKS	Marks Obtained				SUBJECT TOTAL	REMARK		
			I	II	III	Total				
CORE SUBJECTS										
BOTANY	TH	150	54	41	19	20	80	130	P	
	PR	75	27	50			50			
CHEMISTRY	TH	150	54	20	20	43	83	151	P	
	PR	75	27	68			68			
ZOOLOGY	TH	150	54	19	23	32	74	134	P	
	PR	75	27	60			60			
Total Marks Obtained							415			
YEAR WISE TOTAL MARKS OBTAINED										
First Year			Second Year			Third Year			GRAND TOTAL	
408			363			415			1186/2125	
RESULT/DIVISION										
SECOND										
(6) MAHARANA PRATAP P.G. GOVT. COLLEGE, CHITTORGARH										

0174459

G - Passed by Grace • F - Failed • A - Absent
• Due - Due paper

UDAIPUR, Result declared on

22/06/2016

RC Kumanant
CONTROLLER OF EXAMINATION

Raghuveer Singh



MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

(Accredited with 'A' grade by NAAC)

STATEMENT OF MARKS

0152124

SECOND YEAR T.D.C. SCIENCE EXAMINATION 2015 (AFTER REVAL.)

NAME : RAGHVENDRA CHUNDAWAT ROLL NO. : 43665
FATHER'S NAME : CHOTU SINGH CHUNDAWAT ENROLMENT NO.: 2013/9008
MOTHER'S NAME: SHANKAR KUNWAR CATEGORY : Regular

SUBJECT(S) OFFERED			MAX MARKS	MIN MARKS	Marks Obtained				SUBJECT TOTAL	REMARK
					I	II	III	Total		
COMPULSORY SUBJECTS										
ELEM. COMPUTER APPL.	TH	100	36	65			65			P
GEN. HINDI	TH	100	36	66			66			P
CORE SUBJECTS										
BOTANY	TH	150	54	18	11	21	50*			
	PR	75	27	57			57	107		G
CHEMISTRY	TH	150	54	22	32	16	70			
	PR	75	27	67			67	137		P
ZOOLOGY	TH	150	54	24	23	18	65			
	PR	75	27	54			54	119		P

Total Marks Obtained 363

YEAR WISE TOTAL MARKS OBTAINED			GRAND TOTAL	RESULT/DIVISION
First Year	Second Year	Third Year		
	363			PASS

(6) MAHARANA PRATAP P.G. GOVT. COLLEGE, CHITTORGARH

0152124

G - Passed by Grace • F - Failed • A - Absent
• Due - Due paper

UDAIPUR, Result declared on

28/09/2015

CONTROLLER OF EXAMINATION

Raghuveer Singh



MOHAN LAL SUKHADIA UNIVERSITY, UDAIPUR

(Accredited with 'A' Grade by NAAC)

STATEMENT OF MARKS

465924

NAME :
FATHER'S NAME :
MOTHER'S NAME :

RAGHVENDRA CHUNDAWAT
CHOTU SINGH CHUNDAWAT
SHANKAR KUNWAR

ROLL NO. :
ENROL NO. :
CATEGORY :

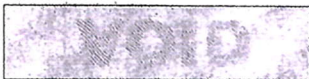
35875
M13/9008
REGULAR

FIRST YEAR T.D.C. SCIENCE EXAM 2014

SUBJECT OFFERED	Marks obtained						RES TH	RES PR
	I	II	III	TH. TOTAL	PR.	GRAND TOTAL		
COMPULSORY SUBJECTS								
ENVIRONMENTAL STUDIES	34						G	
GENERAL ENGLISH	57						P	
OPTIONAL PAPERS								
BOTANY	24	31	21	76	45	121	P	P
CHEMISTRY	13	16	24	53	65	118	G	P
ZOOLOGY	21	22	27	70	65	135	P	P
Total Marks							408	
Result							PASS	

College : 6 - MAHARANA PRATAP P.G. GOVT. COLLEGE, CHITTORGARH

465924



03-07-2014

UDAIPUR, Result declared on

CONTROLLER OF EXAMINATION

Raghuvaran

क्रम संख्या/
S.No. SSCE/2013/

0095303

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

99999/01107

अंक विवरणिका MARKS STATEMENT

सीनियर स्कूल सर्टिफिकेट परीक्षा, 2013

ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2013

(1244) C

नाम Name RAGHVENDRA CHUNDAWAT

अनुक्रमांक Roll No. 1619823

माता/पिता/संरक्षक का नाम SHANKAR KUNWAR

Mother's/Father's/Guardian's Name CHOTU SINGH CHUNDAWAT

विद्यालय School 99999 PRIVATE CANDIDATES

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितिक ग्रेड POSITIONAL GRADE
		लि. TH	प्रे. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	056	XXX	056	FIFTY SIX	C2
042	PHYSICS	028	028	056	FIFTY SIX	C2
043	CHEMISTRY	028	029	057	FIFTY SEVEN	D1
044	BIOLOGY	023	030	053	FIFTY THREE	D2
048	PHYSICAL EDUCATION	028	029	057	FIFTY SEVEN	D1
500	WORK EXPERIENCE					A2
502	PHY & HEALTH EDUCA					A2
503	GENERAL STUDIES					B1

संक्षिप्तियों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

EX : छूट-प्राप्त Exempted

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

दिल्ली Delhi

दिनांक Dated 27-05-2013

परिणाम Result

PASS

M. L. Arora
परीक्षा नियंत्रक
Controller of Examinations

No. SSC/2013

0082170

E174918 E

केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education



सीनियर स्कूल सर्टिफिकेट परीक्षा, 2013

ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2013

यह प्रमाणित किया जाता है कि

This is to certify that RACHVENDRA CHUNDAWAT

अनुक्रमांक

Roll No. 1219823

माता/पिता/संरक्षक का नाम

Mother's/Father's/Guardian's Name

SHANKAR KUMAR

CHOTU SINGH CHUNDAWAT

ने बोर्ड द्वारा मार्च, 2013 में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा

passed the Senior School Certificate Examination of the Board held in March, 2013

विद्यालय से

from

PRIVATE CANDIDATES

निम्न विषयों में उत्तीर्ण की :

in the following subjects :-

1 ENGLISH CORE

2 PHYSICS

3 CHEMISTRY

4 BIOLOGY

5 PHYSICAL EDUCATION & WORK EXPERIENCE

6 PHY & HEALTH EDUC & GENERAL STUDIES

दिल्ली

Delhi

दिनांक

Dated

27-05-2013

M. Larma

परीक्षा नियंत्रक

क्रमांक: एस.एस.ई./2010/
S.No.S.S.E./2010/

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
विषयवार निष्पादन का विवरण
STATEMENT OF SUBJECT WISE PERFORMANCE
माध्यमिक स्कूल परीक्षा, 2010

0086517

नाम Name ALL INDIA SECONDARY SCHOOL EXAMINATION, 2010
माता का नाम Mother's Name RAGHVENDRA CHUNDAWAT अनुक्रमांक Roll No. 1118503
पिता का नाम Father's Name SHANKAR KUNWAR
जन्म तिथि Date of Birth CHOTU SINGH CHUNDAWAT 06/06/1994 06TH JUNE NINETEEN NINETY FOUR
विद्यालय School 16003 CENTRAL ACADEMY SR SEC SCH SENTHI CHITTORGARH RJ

विषय कोड Subject Code	विषय Subject	ग्रेड Grade	ग्रेड बिंदु (जी पी) Grade Point (GP)
101	ENGLISH COMM.	C2	05 (FIVE)
002	HINDI COURSE-A	B2	07 (SEVEN)
041	MATHEMATICS	D	04 (FOUR)
086	SCIENCE	C1	06 (SIX)
087	SOCIAL SCIENCE	D	04 (FOUR)

संचयी ग्रेड बिंदु औसत (सी जी पी ए) / Cumulative Grade Point Average (CGPA) : 05.2

परिणाम/Result : ELIGIBLE FOR QUALIFYING CERTIFICATE

AB : विषय में अनुपस्थित Absent in the Subject

*** सिद्धांत / प्रायोगिक कौशल / प्रायोगिक / आंतरिक मूल्यांकन में अनुपस्थित
Absent in Theory / Practical Skill / Practical / Internal Assessment

दिल्ली Delhi

दिनांक Dated 28/05/2010

टिप्पणी/Note:

सीजीपीए अध्ययन की योजना के अनुसार अभिलिखित छठे विषय को छोड़कर सभी विषयों में अर्जित ग्रेड बिंदुओं का औसत है।
The CGPA is the average of Grade Points obtained in all the subjects excluding additional 6th subject as per Scheme of Studies.

ग्रेड बिंदु की निर्देशात्मक समानता तथा अंकों की प्रतिशतता को निम्नानुसार निर्धारित किया जा सकता है।
An indicative equivalence of Grade Point and Percentage of Marks can be assessed as follows:

→ विषयवार अंकों की निर्देशात्मक प्रतिशतता = $9.5 \times$ विषय का जीपी Subject wise indicative percentage of marks = $9.5 \times$ GP of the subject.
→ अंकों की समग्र निर्देशात्मक प्रतिशतता = $9.5 \times$ सीजीपीए Overall indicative percentage of marks = $9.5 \times$ CGPA.

(M Sharma)

परीक्षा नियंत्रक

Controller of Examinations

क्रम संख्या/
S. No. SSE/ 2010

084053

16003

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education

A/10/16003/494460



ALL INDIA

माध्यमिक स्कूल परीक्षा, 2010
SECONDARY SCHOOL EXAMINATION, 2010

यह प्रमाणित किया जाता है कि RAGHVENDRA CHUNDAWAT
This is to certify that

अनुक्रमांक 1118503

Roll No.

आत्मजू/आत्मजा
Son/Daughter of

श्रीमती SHANKAR KUNWAR
Smt.

एवं श्री GHOTU SINGH CHUNDAWAT
& Shri

जिनकी जन्म तिथि
Born on SIXTH JUNE NINETEEN HUNDRED NINETY FOUR

है, ने बोर्ड द्वारा मार्च, 2010 में आयोजित माध्यमिक स्कूल परीक्षा में,
qualified the Secondary School Examination of the Board held in March, 2010

विद्यालय CENTRAL ACADEMY SR SEC SCH SENTHI CHITTORGARH RJ
from

से निम्नलिखित विषयों में अर्हता प्राप्त की :-
in the following subjects :-

ENGLISH COMM.

HINDI COURSE-A

MATHEMATICS

SCIENCE

SOCIAL SCIENCE

दिल्ली

Delhi

दिनांक 28-05-2010

Dated

(Signature)

परीक्षा नियंत्रक
Controller of Examinations

टिप्पणी: संस्थागत विद्यार्थी का संपूर्ण नृत्यांकन करते समय, जहाँ पर भी लिखा है, उसे ध्यान से पढ़ना।

Learner's Code / Scholar No. 1052700111361913

196889



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA



This is to certify that

RAGHVENDRA CHUNDAWAT

Father/Husband Name

CHOTU SINGH CHUNDAWAT

having passed the University Examination
held in January, 2014 with 58 Percent

is awarded the

**RAJASTHAN STATE CERTIFICATE
IN INFORMATION TECHNOLOGY**

(RS-CIT)

of

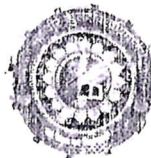
RAJASTHAN KNOWLEDGE CORPORATION LIMITED

This Certificate is signed by the Registrar and
marked with the Seal of University



1052700111361913

Date : 21 April 2014



[Signature]

Registrar



THE LEELA PALACE
UDAIPUR

10th May, 2018

TO WHOMSOEVER IT MAY BE CONCERNED

This is to confirm that Mr. Raghvendra Chundawat has undergone his industrial training in Front Office department from 14th March 2018 to 10th May 2018.

We did found him very diligent and hard working.

We wish him all the best for all his future endeavors.

Please feel free to contact me for any further clarifications on this.

Best regards,

Munish Ranawat

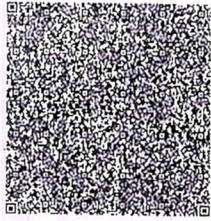
Training Manager



भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India

पति:
S/O: छोटे सिंह चुण्डावत, नेहरु नगर, सेंती, चित्तौड़गढ़,
चित्तौड़गढ़,
राजस्थान - 312001

Address:
S/O: Chotu Singh Chundawat, nehru
nagar, senthi, Chittaurgarh, Chittorgarh,
Rajasthan - 312001



7538 9551 1908

VID : 9152 3648 6967 9121



https://uidai.gov.in



www.uidai.gov.in



भारत सरकार
Government of India



राघवेंद्र चुण्डावत
Raghvendra Chundawat
जन्म तिथि/DOB: 06/06/1994
पुरुष/ MALE



7538 9551 1908

VID : 9152 3648 6967 9121

मेरा आधार, मेरी पहचान

Raghvendra
18.02.20

आयकर विभाग

INCOME TAX DEPARTMENT

RAGHVENDRA CHAUNDAWAT

CHOTU SINGH CHUNDAWAT



भारत सरकार

GOVT. OF INDIA



06/06/1992

Permanent Account Number

AXMPC9876H

Signature



Raghvendra chundawat

6-b Nehru Nagar, housing board Senthil • Chittaurgarh, Rajasthan • 312001 **CELL**(+91) 8890423254

• **E-MAIL** raghvendra.chundawat@yahoo.com

LinkedIn: <https://www.linkedin.com/in/raghvendra-chundawat-71924222/>

Instagram: <https://www.instagram.com/raghvendrachundawatsadas/?hl=en>

Skype: live:raghvendra.chundawat_1

OBJECTIVE: Working as a middle-order level of management at present, and looking to serve Challenging organization as a Manager into the high-level management in hotel/ company. Seek to diversify my skills in another industry and as part of a larger organization high-level management, which offer a great challenge and help me to gain good knowledge and wish to continue my career in tourism/ hotel industry.

EDUCATION:

SECONDARY SCHOOL

Central Academy School, Chittaurgarh, Rajasthan
Passed out 2010

SENIOR SECONDARY SCHOOL

Subject : Science-biology & physical education

Aditya birla public school Adityapuram, chittaurgarh, rajasthan
Passed out 2013

Bachelor of Science (biology)

Maharana Pratap Government Post Graduate College, Chittaurgarh,
Rajasthan 312001
Graduated 2016

Master of tourism and travel management Studies

39-FACULTY OF MANAGEMENT STUDIES, Mohanlal Sukhadia University, Udaipur
Graduated 2018

SKILL and COMPETENCY

- Customer-oriented
- Eminent customer satisfaction skills through providing them an interactive and professional interaction.
- Strategic thinker
- Computer literate
- Natural leader
- Fluent in English
- Goal-oriented
- Knowledgeably about data entry procedures
- Quick learner
- Stock management
- Personable
- Employee relations
- Motivated team player

PROFESSIONAL WORK EXPERIENCE

TRAINEE MANAGEMENT

April 2016 to June 2016

HOTEL Royalkumbhalgarhvilas – kumbhalgarh, Rajasthan

- Front office Reception daily routine works as from petty works, transportation, guest welcoming and other regional works of hotel.
- Entertaining guest and visiting them kumbhalgarh fort and local market of kelwara.
- Ensured about cleaning room properly by housekeepers
- Ensured staff provided exceptional customer service to guests.
- Supervised staff in hotel as a management trainee.

Reference: Goverdhan Singh jhala: +919414166292

Proprietor: hotel Royalkumbhalgarh vilas

ASSISTANT MANAGER

Dec 2016 to June 2018

Oladar Village Cafe – Udaipur, Rajasthan

- Learned the various processes involved in management at my job at the cafe.
- Instructed staff on appropriately handling clients and sales.
- Responsible for scheduling, supervising, and motivating the staff (up to 15 employees)
- Motivated the staff to execute an exceptional level of service leading to a direct increase in loyal, repeat customers.

- Ensured excellent customer service to all customers
- Daily production meetings with chefs; setting-up stations, daily special menus and compliance in Catering.
- Researched and developed the cafe menu involving recipes, graphic work, food presentation and pricing.
- Determined presentation of food and created decorative food displays.
- Managed and assisted in daily surveys to maintain quality control.
- Performed the restaurant opening and closing duties, which included handling of money and balancing of cash register.
- Handled all customer relation issues in a gracious manner and in accordance with company policies.
- Welcomed customers into the cafe and helped them about recommend dishes and the best place to be seated.
- Followed up with many customers each week to verify that they were satisfied with service and hospitality.
- Efficiently coordinated and led monthly staff meetings in the presence of general manager and owner.
- Preserved a perfect attendance record for 4 months.

Reference: Nirbhayraj Singh Jhala: +919650485171
Proprietor: Oladar Village Restaurant and café

TRAINEE MANAGEMENT (internship)

The Hotel Leela Palace

Dated: 14th March to 10th May 2018

Reference: MR. MUNISH RANAWAT: +919587017715

Trainee Manager: The Hotel Leela palace Udaipur

Course Coordinator- Online learning

30 August 2025 to Till now and continue..

CDOE- Mewar University – Gangrar, Chittaurgarh, Rajasthan

ACHIEVEMENTS:

- Operating online portal of Oladar village café & restaurant trip advisor, zomato& and other office outlook mails
- Employee of the month in the December 2017
- Appreciated by guest on trip advisor and zomato.
- Provided a delivery to ALPCORD NETWORK of packed refreshment at airport for their foreign delicate (Canadian group)

- Maintaining good ratings on trip advisor from Dec. 2017 to Feb. 2018 as on 15th no. from 767 restaurants.
- Appreciated by the owner for excellent performance as a guest handling on reception and renovating food cuisine recipes and other experimental signature dishes by coordinating with chefs through the kitchen.
- Special interest horse riding, bird watcher, safaris, tour guide.

Address:

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