**CURRICULUM VITAE**



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**Objective**

**To work in an organization which would provide me the opportunity to**

**enhance my expertise and grow along with the organization.**

**Strength**

* A good team player with quick learning capabilities and positive attitude.
* Excellent interpersonal and verbal and written communication skills.
* A good subordinate with strong leadership qualities.

**Academic Qualification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examinations Passed** | **Institution** | **University** | **Year** | **Class** | **percentage** |
| S.S.C. | National Urdu Girls High School | Mumbai | 2005 | SECOND | 49.33% |
| H.S.C | National Urdu High School & Junior College | Mumbai | 2007 | SECOND | 48.17% |
| B.A. | Husna Abdul Malik Madu Women's Degree College | Mumbai | 2010 | SECOND | 44.33% |

**Specialize Course**

* One Year Professional Diploma In Business Technology Higher National Certificate In Aviation, Hospitality & Travel Management From Frankfinn Institute of airhostess training.
* Swimming
* Certificate Of First Aid Course
* Computer Reservation System (Fidelio & Galileo)
* Role Play On Safety & Service In Aviation
* Grooming, Personality Development
* Customer relationship management
* Industrial visit to hotel TAJ & RENAISSANCE
* NGO visits
* In-flight Training in Jet Airways

**Computer Proficiency**

Windows, Microsoft Word, Power Point ,Excel and Internet.

**Work Experience**

**Heritage Village Restaurant (JBR)- UAE**

**My responsibilities were**

* Front desk management and greeting customers
* Reservation
* Handle party events and booking
* Catering booking

**Al Zahra Promotion& Marketing LLC**

**Work Profile:**

* Last 2years Worked as a Account assistant cum Receptionist.
* Receptionist cum junior accountant
* Secretary, arrange conference meeting ,and documents holding

**My responsibilities were**

* Prepared invoice, sales and revenue report
* Verification & preparation of vouchers
* Handle cash
* Administrative work (arrangement of press conference, etc)

**Employment: Hotel Yogi midtown( India,)**

**Duration:** July 2010 – February 2012

**Work Profile:**

* Worked As A Front Desk Executive

**Personal Profile**

Date of Birth : 3rd September 1987.

Languages Known : English, Hindi, Urdu & Marathi :

Marital status : Unmarried.

Gender : Female