**CAREER OBJECTIVE :**

* To look for a good opportunity for good growth & Achive the management. To take my job with a great sense of responsibility, enjoy the challenge of new situations and desire to make positive contribution to the organization.

**PROFESSIONAL QUALIFICATION:**

* BTEC HNC Training from Frankfinn institute of Air hostess Training, Varanasi

**ACADEMIC QUALIFICATION**

* HIGH SCHOOL 2003
* INTERMEDIATE 2005
* B.A 2008

**COMPUTER PROFICIENCY :**

* MS Office, elementary Computer Knowledge and Net surfing

**WORK EXPERIENCE :**

* **Hotel Zeeras Varanasi**. as Front office Assistant April 2009 to Feb 2010

35 Rooms Hotel, 03 Restaurant, 01 Banquet.

* **Hotel Citrus Lonavala**, as Front office Assistant April 2010 to May 2011

54 Rooms Hotel, 02 Speciality Restaurant, 02 Banquets.

* **IBM Pune** as Front Office Executive May 2011 to 2013

Software company.

**Work Responsibilities:**

* Responsible for handling guest calls.
* Responsible for handling Reservation.
* Responsible for preparing Daily Arrival Report.
* Responsible for Co-ordination with reservation to Housekeeping.
* Responsible for preparing Rooming list of the guest.
* Responsible for Guest Relations and Corporate relations.
* Responsible for handling Guest Folio.

**ABOUT BTEC HNC TRAINING FRANKFINN,VARANASI**

* Personal Grooming and Fitness.
* Hospitality Management.(Fidelio)
* Travel Management (Galileo)
* In-flight Handling
* Life saving training.
* First Aid training.
* Personality Development.

**Point of sale experienced in handling :**

* Fidelio
* Galileo
* Dataman
* IDS

**PERSONAL PROFILE :**

**Date of Birth : 7th July 1988**

**Marital Status : Married**

**Nationality : Indian**

**Language Known : Hindi, English**

**Height : 159 cm**

**First Name of Application CV No :** **1655874**

Whatsapp Mobile: +971504753686

