**Curriculum Vitae**

**KHUSHBOO**

Email: [khushboo-389043@2freemail.com](mailto:khushboo-389043@2freemail.com)

**CAREER OBJECTIVE**

To work in challenging environment and give my best to the job assigned for the development of the organization and self in pursuit of excellence.

**PERSONAL STRENGTH**

* Excellent communication skills
* Sincere , Hard working , confidence
* Love to meet and interact with people respect human values.
* Identifying and solving problems
* Ability to work under pressure
* Ability to learn new task quickly

**AREA OF INTEREST**

* Front Office

**EDUCATIONAL QUALIFICATION**

* Secondary from CBSE in 2010 with 56%
* Sr. Secondary from CBSE in 2012 with 75%
* B.Com. from University of Rajasthan in 2015 with 61%
* Diploma in Catering Science and Hotel Management.

**PROFFESSIONAL QUALIFICATION**

22 weeks industrial training in all four departments from Hyatt hotel, Ahmedabad, India

**Job Responsibilities**

* Handling guest complaints and concerns in an efficient and timely manner
* Overseeing VIP guests, arrivals and departures
* Providing information regarding the hotel, town attractions, activities etc.
* Maintain all guest folios in the manner instructed and type out necessary guest likes and dislikes to the appropriate fields on the profile.
* Collect guest feedback during guest departure along with his likes and dislikes.
* Perform cashier activities.
* Allocate rooms to all arriving guests.
* Maintain guest lockers for safe custody.

**Professional Experience**

* 1 year experience as a **Guest** **relationship** **Executive** with lords hotel Jaipur
* 1 year experience as a receptionist in royal orchid hotel jaipur
* 7 months experience as a guest relationship executive in fortune royal hotel fujairah, UAE

**ACHIEVEMENTS**

* Rewarded for Dance Competition at School Level.
* Rewarded for Miss Fresher in College.
* Certificate for painting competition at School.
* Certificate for National Science Olympiad

**HOBBIES AND INTEREST**

* Dancing
* Listening Music
* Singing
* Watching TV

**KEY SKILLS AND ATTRIBUTES**

* Good knowledge of IDS, WINHMS and OPERA
* Basic Knowledge of Computer
* Sound Knowledge of Internet

**PERSONAL INFORMATION**

Date of Birth : 13/08/1993

Nationality : Indian

Marital Status : Single

Language Known : English, Hindi & Bengali