**PARWINDER**

***Email:*** ***parwinder.390510@2freemail.com***

**EXECUTIVESUMMERY**

* + 1. Anambitious andresultfocusedprofessionalwithAVIAITION,HOSPITALITY ANDTRAVELMANAGEMENT.
		2. Aneffectivecommunicatorpossessingexcellentpresentation&softskills withproblem-solvingabilities lookingtowork in an organizationwhichprovides opportunitiesto utilizeand enhance myknowledge,skills in achievingthe organizationalgoal.
		3. Proven proficiency in preparing and analyzing reports to generate appropriate results.
		4. Thorough professional, with high caliber, work orientation and ability to handle multiple functions and activities in a high pressure environment.
		5. Excellenceincoordinatingwithvariouslevels&departmentsacrosstheorganizationforsmoothexecution oftheprocesses byforecasting&analyzingthe bestorganizerforthesame.



## O RG ANISAT IO NAL E XP E RIE NCE

**FRONTOFFICE ALMATI HOTEL, GURUGRAM, HARYANA**

**Job Responsibilities:-**

Handlingincoming and outgoingcalls&sellingcompanyproduct likedifferent kindof certification onphone andsolvingproblemwithpositiveattitude.

Maintainanddevelopgoodrelationshipwithcustomers throughpersonalcontact ormeetings

orviatelephoneetc.

Registration of all enquiries throughphone,emails,walk-insetc.

Maintainindepthprojectplansincludingdetailsexcelworkbookswithcontinuityupdatedtasklist,contactlist,deadlines and budget.

## ACADE M ICDE T AIL S

* HighSchoolfromPSEB,Punjab in 2013
* IntermediatefromPSEB,Punjab in 2015
* DiplomainAVIAITION,HOSPITALITYANDTRAVELMANAGEMET.

|  |  |
| --- | --- |
|  | **ITSKILLS** |
|  | **S** |
|  |

Application Known: Ms-Office(Ms-word ,Advanced-Excel, Ms –Power point),

WebApplication: Internetsurfing

**PERSONALDETAILS**

Date of Birth: 17th September’1997

MaritalStatus: Un-Married

Nationality: Indian

Languages Known: English,Hindi&Punjabi