

CHINMAYI K R

Bengaluru, Karnataka

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Objective

To obtain a responsible and challenging position in a reputed organization where I can contribute to the growth of the company while enhancing my professional skills and gaining industry experience.

Profile Summary

Dedicated and well-organized individual with excellent communication skills and strong interpersonal abilities. Experienced in guest relations and administrative operations, capable of multitasking efficiently under pressure. Quick learner with a proactive mindset and willingness to take on responsibilities to support team success and client satisfaction.

Education

Mount Carmel College

2024–2026

Master of Business Administration

Bengaluru, Karnataka

Bishop Cotton Academy of Professional Management

2021–2024

Bachelor of Business Administration, CGPA: 8.6

Bengaluru, Karnataka

Experience

Shivas Galaxy | Guest Relation Executive

- Served as the primary point of contact for guests and kept departments informed about guest needs.
- Coordinated with housekeeping to ensure timely room turnovers and reduce guest wait times.
- Handled guest feedback and implemented service improvements to enhance satisfaction.
- Resolved escalated complaints professionally and ensured customer satisfaction.
- Built strong rapport with guests, resulting in increased loyalty and repeat business.

Skills

Time Management, Customer Service, Team Collaboration, Communication (Verbal & Written), Conflict Resolution, Event Coordination, Leadership, Adaptability, Problem Solving

Certifications

- Business Analysis “A to Z” Masterclass – *Udemy*
- AI Tools Workshop – *be10X*
- Business Communication & Soft Skills Workshop (30 hours) – *Bishop Cotton College, conducted by external faculty*

Languages Known

- English, Kannada, Hindi, Telugu

Interests & Strengths

- Reading personal development books, organizing team events, and interacting with new people.
- Strengths: Empathy, accountability, confidence, and cultural adaptability.