

## **CURRICULAM VITAE**



**SHWETA CHANDRAKANT AMIN**

**Address:** EC-117/302, Sector – 3, Leo CHSL, Evershine City, Vasai East. Pin - 401208.

**E-mail ID:** shwetaamin1301@gmail.com

**Mobile:** 80877 87994 / 78229 63667

**Date of Birth:** 01/03/2001

### **PERSONAL DETAILS:**

Nationality : Indian  
Gender : Female  
Marital status : Unmarried  
Passport No. : T6181965  
Language known: English, Marathi, Hindi

### **OBJECTIVE:**

Seeking a Highly Rewarding career in service industry where I can use my skills and knowledge to help the company and my co-workers to be successful.

### **WORK EXPERIENCE:**

#### ➤ **INDIGO AIRLINES**

Designation : Cabin Crew Period :  
April 2022 to Till date

#### **Key Responsibilities:**

- Safety and security of the customer.
- To keep a cheery countenance.
- Administering first aid.
- Dealing with emergency.

#### ➤ **TRIDENT NARIMAN POINT & THE OBEROI HOTELS & RESORTS**

Designation : Front Office Assistant  
Period: Nov 2021 to April 2022

#### **Key Responsibilities:**

- Help the guest check-in according to their needs and preferences.
- To update the registration cards of the guest.
- To prepare the necessary reports at the end the day.
- Worked on Opera system for maintaining data base of the guests.

➤ **PACIFIC TOOLS PVT. LTD.**

Designation : Marketing Assistant

Period : November 2020 to May 2021

**Key Responsibilities:**

- Worked with clients to understand their needs and provide services.
- Prepared proforma invoices & quotations as per the clients requirement.
- Handled calls to address the clients concern.
- Payment follow up with clients.
- Maintained data base of clients on Microsoft word/ excel.

➤ **TRIDENT NARIMAN POINT & THE OBEROI HOTELS & RESORTS**

Designation : Trident Meetings Assistant

Period : November 2019 to September 2020 (10 months)

**Key Responsibilities:**

- To take bookings of meeting rooms via calls and emails.
- Prepared invoices of meeting rooms and food and beverage for the guests.
- To do the settlement of invoices after receiving confirmation from the guest.
- Worked on Micros system for maintaining data base of guests.

**EDUCATIONAL QUALIFICATION:**

Academic Year	Year of Passing	Institution	Board / University	Percentage
B.Com	Pursuing	-	Mumabi	-
H.S.C	March – 2018	Holy Family Junior College	Mumbai	66.92%
S.S.C.	March – 2016	J. B. Ludhani High School	Mumbai	69.62%

**ADDITIONAL QUALIFICATION:**

- MSCIT from Hrishi Computer Vasai.
- Diploma in Aviation, Hospitality and Travel Management from Frankfinn Institute.

**SKILLS:**

- Positive attitude.
- Confident and energetic with ability to learn quickly
- The ability to work well as part of a team but also use own initiative.

**DECLARATION:**

I hereby declare that the above information is true and correct as per my knowledge.