

SHWETA CHANDRAKANT AMIN

EC-117/302, Sector-3, Leo CHSL, Evershine City, Vasai East, Maharashtra – 401208

Contact: shwetaamin1301@gmail.com | +91 80877 87994 / 78229 63667

DOB: 01 March 2001 | Nationality: Indian | Passport No: T6181965

OBJECTIVE

Motivated and confident professional seeking a rewarding role in the service industry where I can leverage my skills, adaptability, and experience to contribute meaningfully to organizational success.

WORK EXPERIENCE

- 1. IndiGo Airlines – Cabin Crew** Apr 2022 – Present
 - Ensured safety and security of passengers onboard.
 - Provided first aid and handled emergency situations.
 - Maintained a professional and pleasant demeanor at all times.
- 2. Trident Nariman Point & The Oberoi Hotels & Resorts** Nov 2021 – Apr 2022
– **Front Office Assistant**
 - Assisted with guest check-ins and customized service preferences.
 - Updated guest records and daily reports.
 - Managed guest data using Opera software.
- 3. Pacific Tools Pvt. Ltd. – Marketing Assistant** Nov 2020 – May 2021
 - Engaged with clients to understand requirements and deliver tailored services.
 - Drafted quotations and proforma invoices.
 - Followed up on client payments and maintained Excel-based records.
- 4. Trident Nariman Point & The Oberoi Hotels & Resorts** Nov 2019 – Sept 2020
– **Trident Meetings Assistant**
 - Managed booking of meeting rooms via calls and emails.
 - Generated and settled invoices for meetings and F&B services.
 - Utilized Micros system for data handling and guest records.

EDUCATION

Qualification	Year	Institution	Board/University	Percentage
B.Com (Pursuing)	–	–	Mumbai University	–
H.S.C	2018	Holy Family Junior College	Mumbai	66.92%
S.S.C	2016	J.B. Ludhani High School	Mumbai	69.62%

ADDITIONAL QUALIFICATIONS

- Diploma in Aviation, Hospitality & Travel Management – Frankfinn Institute
- MS-CIT – Hrishi Computer, Vasai

SKILLS

- Positive and enthusiastic attitude
- Quick learner with high adaptability
- Team player with ability to take initiative

LANGUAGES

English (Professional), Hindi & Marathi (Native)

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.