

# SHWETA CHANDRAKANT AMIN

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

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

## OBJECTIVE

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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

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- 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.
- 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.
- 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.
- 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**

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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**

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

**SKILLS**

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

**LANGUAGES**

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English (Professional), Hindi & Marathi (Native)

**DECLARATION**

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