**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.

1. **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.

1. **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.

1. **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.