



RIYA JAISWAL

IHM KOLKATA

OBJECTIVE

To Work in an encouraging environment that will give me ample opportunity to utilize my interpersonal skill and analytical skills, & I promise to deliver my best.

EDUCATION

Institute of Hotel Management, Kolkata

2021 – 24

BSc in Hospitality and Hotel Administrations, Running (2nd Year)

St. Paul Senior Secondary School

2017 – 20

Passed 12th with score of 74% from CBSE Board.

St. Mary's Public School

2016 – 17

Passed 10th with score of 8.4 CGPA from CBSE Board.

COMPUTER PROFICIENCY

Word Processing

Good Command over the Microsoft Office Word software like MS-Excel, MS-Word, Power Point etc.

Access the Internet

Internet Surfing is one of my best sides. Browsing the things required and all the form filling and data entry stuff.

Manage File & Create Presentation

File managing is one of the good things for me to do the things in arranged manner. Good command on power point leads to create good presentation.

SKILLS

- ❖ Time Management
- ❖ Situation Handling
- ❖ Team Work
- ❖ Flexibility
- ❖ Leadership

I hereby declare that all the information furnished above is true.

Riya Jaiswal

PROFILE

I'm Riya Jaiswal from Bihar pursuing BSc in Hospitality and Hotel Administration from IHM Kolkata. Friendly and prompt with strong multitasking, communication and interpersonal skills and very open minded to grab new things and skills.

DETAILS

Father : Rakesh Jaiswal
Mother : Babita Jaiswal
Date of Birth : 10th June 2002
Gender : Female

CONTACT



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Warishnagar, Samastipur Bihar
Pin Code – 848133

LANGUAGES

- ❖ English
- ❖ Hindi
- ❖ Bengali (Understand)

HOBBIES

- ❖ Dancing
- ❖ Listening Music
- ❖ Cooking
- ❖ Crafting