



Khushbu Chauhan

Administrative Executive

TO SECURE A CHALLENGING POSITION IN A REPUTABLE ORGANIZATION TO EXPAND MY LEARNING ,KNOWLEDGE & SKILLS.



mkhusbu914@gmail.com



9727120345



B/4 Shree Prabhu Society
near IOC Road Chandkheda,
Ahmedabad, India

SKILLS

1. Customer Service

2. Teamwork

3.Communication

LANGUAGES

1.English
Full Professional Proficiency

2.Hindi
Full Professional Proficiency

3.Gujrati
Full Professional Proficiency

INTERESTS

1.Traveling

2. Music

3.Cooking

WORK EXPERIENCE

Trainee

The Gateway Hotel

05/2015 - 12/2015

Ahmedabad

Guest Interaction & understand the Front Office Operation .

Guest Service Associate

Regenta (Royal Orchid Group)Hotel

03/2016 - 11/2016

Ahmedabad

Ensure Hassle free Check-in & Check -out .Room Assignment & Billing , Handling Guest Complaints & Resolving them on the first contact to ensure guest satisfaction & Maintaining the Standard of Service.

Guest Service Associate

Holiday Inn Express (Intercontinental Hotel Group)

11/2016 - 04/2018

Ahmedabad

Excellent Knowledge of Opera , IDS & Micros, Complying with Brand Standards Audit Points on daily basis worked on a controlling of rooms & Screenings future arrivals, preference Guest profile in order to update & better the quality assurance expected.

Sr.Guest Service Associate

Gift International Centre (Pre Opening)

05/2018 - 11/2018

Gandhinagar

Handling Membership enquiries with Show Rounds & Sales Calls.

Front Office Executive

Adani Corporate House (Pre Opening)

11/2018 - Present

Ahmedabad

Handling Front desk operation , Housekeeping & Food & Beverages Operation. Working as a floor Manager on Sodexo Payroll.

EDUCATION

12th Commerce

Kendriya Vidyalaya Happy Valley

04/2012 - 03/2013

Shillong

Bachelor of Commerce

M.C Shah Commerce Collage

06/2013 - 05/2016

Ahmedabad

Master of Commerce

Gujrat University

05/2019 - 07/2021

Ahmedabad

Hotel Management

Industrial Training Institute

06/2014 - 11/2015

Ahmedabad