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DOB 8th Oct 1995

## CHANDNI MODI

49 Alkapark Society, Nr. Don Bosco School, Vejalpur, Ahmedabad - 51

### Objective

It's my goal to pursue my enthusiasm, knowledge and skills by getting new challenges and growing to be a responsible member of the management

### Experience

**The Gateway hotel Ummed, Ahmedabad** 13th July 2015 - 6th December 2015

Internship Training

Had undergone the Internship training which was for the period of 6 months

Had undergone the training in below 3 major departments :-

1. Housekeeping
2. Food and Beverage Service
3. Front Office

**The Fern Hotel, Ahmedabad**

12th Dec 2017 - 30th June 2018

Job Trainee

Had undergone the Job Training in **Front Office Department** for the period of 6 months

**Adani**

17th July 2018 - 31st March 2021

Guest Relation Executive

Was working in Adani for the period of 32 months.

I handled the guest house of 174 rooms

Was looking after the below mentioned work

1. Looking after the reservations
2. Handling the Check in - Check out
3. Operations

**Secure Meters Limited**

1st April 2021 - -

Admin Executive

Have worked in Secure Meters for 20 months.

Task overlooked by me was :-

1. Canteen Management
2. Housekeeping
3. Guest house Management
4. Hotel bookings
5. Transportation
6. Front Desk Management
7. Cab Bookings
8. Printer Management
9. Courier Management
10. Pest Control

**infoAnalytica Consulting Pvt. Ltd**

15 Dec 2022

Assistant Manager - Admin

Looking after the Admin activities :-

- Security Management
- Housekeeping Management
- Cafe Management

- Manpower
- Reports
- Attendance
- Parking Allotments
- Festival arrangements
- Flight Bookings
- Hotel/Guest house Bookings

Looking after the HR activities :-

- Screening of candidates
- Joining procedure of new employees
- Providing the Id and Access card
- Making the posters of Birthdays and Festivals
- Processing the bank account opening procedure for new joiners

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## ***Education***

***Asia Pacific Institute of Hotel Management***

BE-BHMCT

2018 — 7.87

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***Little Flower Higher Secondary School***

HSC

2014 — 65%

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***Little Flower Primary School***

SSC

2012 — 75%

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## ***Skills***

- Adaptive
- Optimistic
- Flexible
- Leadership Quality
- Multi tasking
- Problem Solving

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## ***Additional Information***

Proven Experience as a front desk representative or relevant positions.

Familiarity with office machines like printers.

Knowledge of office management and book keeping .

Proficient in English (Written & Oral)

Excellent knowledge of MS Office (Excel & Word)

Strong Communication and people skills.

Good organisational and multi tasking abilities.

Problem solving skills.

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