



## Contact

### Phone

+91 62612 66349

### Email

nikitachouhan360@gmail.com

### Address

Current Address- Hinjewadi Phase 3, Pune 411057

Permanent Address- 03 Rewa Par Colony, Sanawad,Khargone M.P. 451111

## Education

**Master of Business Administration - Operations Management**  
**University - SPPU**

**Bachelor's in Hotel Management and Catering Technology**  
**University - SPPU**

## Expertise

- Computer Operating Skills
- Situation Handling
- Quick Learner
- Energetic and Dynamic
- Punctual and complete work to satisfaction
- Team Handling

## Language

English

Hindi

Marathi ( Partial )

# Nikita Chouhan

## Hospitality Management

To work with an organization that would give me an opportunity for personal growth and enhance my professional skills and knowledge. A highly organized and hard -working individual looking for challenging and responsible role where my abilities would be valuable asset to the company.

## Experience

**May 2024 - Till Date**

**Megatorn Complex Private Ltd**

Working with The Chatterjee's Group (TCG) at their new upcoming luxury shared apartments brand Yukio Jobs under Megatron Complex Pvt Ltd.

Preopening Property, Project Management, Vendor selection, Vendor quotation, Inventory Management, Manpower alignment and coordination etc.

A 700 beds Luxury shared accommodation at Hinjewadi phase 3.

**September 2022 - April 2024**

**Tribe Student Accommodation, Pune**

Worked as an Sr. Customer Relationship Executive at Tribe Stays a Luxury Student hostel and co-living facilities.

Handling day to day operations, Guest check in & checkouts, Vendor management, operating dashboard and ERP portal, Managing and coordinating events, Preparing DSR and MIS reports

**December 2020 - August 2022**

**Stanza Living, Pune**

Worked as operation executive. Handling guest bookings, coordinate with housekeeping and security, handling guest complaints, rent collection, retention of guest, organizing events, etc.

Snagging and asset allocation of new upcoming properties. Preparing monthly provisions and maintaining other operations daily reports and dashboards.

**June 2018 - October 2018 ( Internship )**

**Canonnier Beachcomber Golf Resort & SPA, Mauritius**

Complete 20 weeks internship at Canonnier Beachcomber Golf Resort and Spa, Mauritius in all the major departments of Hotel.

Worked as a Room attendant, handling guest complaints, room cleaning, housekeeping and upkeep of rooms.

Worked at Front Desk attain Check in and checkouts, Give show around and overview of the property to the guest. Maintaining logs, reports and registers. Food production and FNB work at live buffet, Indian, cold kitchen and bakery.

**Personal Details****Area Of Interest**

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Date of Birth  
16th July, 1999

Front Office Department

Marital Status  
Unmarried

Operations Management

Nationality  
Indian

Housekeeping Department

Administration & Management