

# FIROJ KERKETTA

I have an interest in supporting the organization internally. I have worked in core operation department so I have a brief knowledge about how Operation work. I am seeking to bring outstanding knowledge of organizational procedure and support. I look to have a career in HRM there for I would love to explore the working environment and gain experience.



## Contact Info

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D.O.B -21/09/2000

RELIGION-CATHOLIC

MARITAL STATUS-SINGLE

INDIAN



## EDUCATION

- BA in Hospitality management from University of West London [2022 ]

- Advance Diploma in Hotel Management from International Institute of Hotel Management(Bangalore) [2019-2022 ]

- BA in Tourism from Indira Gandhi National Open university [ 2019-2022]

- 12th ISC 2019 from ST. Anthony's convent school (JAIGAON)

- 10th ICSE 2017 from ST. Anthony's convent school (JAIGAON)

## Work Experience

Industrial Trainee at Conrad Bengaluru (INDIA)  
(20.11.2020 - 20.04.2021)

Marriott International Whitefield Bengaluru OJT [HR]  
] (INDIA) (19.09.2022 - 27.10.2022)

Campus Coordinator\Skill Trainer At Don Bosco Tech , -  
Latabari ,West Bengal  
(10.04.2023 -15.06.2024)

## Achievements

Certification of training on Human resource management from Internshala trainings.(2022)

Enterprise Design Thinking Practitioner,co-creater,team essential badges by IBM (2021)

## Skills & Proficiencies

### SKILLS

**CANVA**

**MS WORD**

**POWER POINT**

**MS EXCEL**

**COMMUNICATION**

**PRESNTATION**

**SOFT SKILLS**

**CREATIVE SKILLS**

## LANGUAGES

HINDI

ENGLISH