



# HARSHIT KOHLI

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## About me:

A hospitality professional with experience in front office operations, event management, and client servicing. Passionate about delivering top-tier service and enhancing guest experiences.

## Education:

- B.Sc. (HHA) in Hospitality and Catering Industry – DIHM, Lajpat Nagar (2021-2024)
- BHM - IGNOU (Pursuing)
- Class XII - CBSE (2020-2021)
- Class X - CBSE (2018-2019)

## Skill :

- Front Office Operations
- Customer Relationship Management (CRM)
- Event Planning & Coordination
- Opera Cloud Software (Basic Knowledge)
- Problem-Solving & Conflict Resolution
- Team Leadership & Multitasking
- Logistics & Desk Operations

## Language :

1. English
2. Hindi
3. Punjabi

## Work Experience:

### Client Service Executive & Artist Manager (Freelance – Present)

- Strategic Artist Manager skilled in client relations, event coordination, and career development. Expertise in contract negotiations, promotions, and financial management to drive artist success.
- Expertise in booking management, securing performances, and tour logistics.
- Strong industry network to build key collaborations and opportunities.
- Committed to mentorship, time management, and artist well-being.
- Managed artist relations and events for Akhil Sachdeva, Stebin Ben, Sagar Bhatia, Bombay Choir, Sufi Brothers, Atif Aslam, Jonita Gandhi, and Rahat Fateh Ali Khan.

### Front Office Associate –Maidens Hotel, Oberoi Group (Jun-Aug2024)

- Managed guest check-ins and check-outs, ensuring seamless customer experience.
- Assisted in reservations and front desk operations using Opera Cloud.
- Coordinated with housekeeping and other departments for smooth hotel operations.

### Freelance Event Coordinator (Corporate & Wedding Projects)

- Organized and managed multiple corporate and wedding events.
- Ensured seamless event execution, vendor coordination, and client satisfaction.

### Industrial Trainee – ITC Sheraton, Saket (Jul - Oct 2022)

- Gained experience in all 4 core hospitality departments: Front Office, F&B, Housekeeping, and Kitchen.
- Assisted in guest services, banquet operations, and administrative duties.