



GRE (GUEST RELATIONS EXECUTIVE)

Kanta Rani



I hereby declare that all information I give is best of my knowledge. I have all skills and knowledge that matches your job profile and I think I will be a good candidate for your job role.

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🏠 Ganna, Phillaur, Punjab

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SKILLS

- communication skills
- good looking
- smiling face always
- positive attitude
- guest handling
- problem solver
- yes I can do
- great experience
- 5 star experiences

LANGUAGES

- English | Advanced
- Hindi | Native
- Punjabi | Native

EXPERIENCE

● Dec 2017
May 2018

INDUSTRIAL TRAINING

Club mahindra . Shimla, Himachal Pradesh

Started my industrial training in Club Mahindra as a great experience for me. Working in all major departments, getting knowledge about the work and hospitality industry.

● Jan 2020
Mar 2020

JOB TRAINING

Holiday Inn Amritsar. Amritsar, Punjab

Started my job training with Holiday Inn Amritsar as a great experience for me. Here I get the knowledge about my job role work in F&B service department.

● Jul 2022
Nov 2022

F&B HOSTESS

WJ Grand Hotel. Jalandhar, Punjab

Started my first job with WJ Grand Hotel Jalandhar as a Hostess. Having knowledge about the menus, guest handling and have more guest relations to make guests comfortable as home.

● Nov 2022
Dec 2023

GSA CUM HOSTESS

Holiday Inn Amritsar. Amritsar, Punjab

Working as hostess in Holiday Inn Amritsar. Again got a chance to work there. Learn about the standard of IHG and develop good communication skills by taking reviews of guests.

● Jul 2024
Present

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Peninsula 'A Boutique Hotel'. Panchkula, Haryana

Got promoted as GRE here. Handling overall guest handling and perform major duties for all over allocation of staff as well. Talk with guests and solve their issues. Take responsibility to handle banquets, rooftop and restaurant to handle in good manner without any complaints.

EDUCATION

● Apr 2015
May 2016

SENIOR SECONDARY

Govt. Senior Secondary School. Phillaur

● May 2016
Apr 2020

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY

GNA University . Phagwara, Punjab

HONORS & AWARDS

Got employee of month from Holiday Inn Amritsar

Got employee of month from Peninsula Hotel

Got Trainee of month from Club Mahindra