

RESUME

Shashi Mungankar

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CAREER OBJECTIVE:-

Seeking excellence in the chosen professional field through self motivation, and want to work with a good organization so that I can increase my experience & Learn good things.

QUALIFICATIONS:-

- **10th** Passed from **C.G Board.2007**
- **12th** Passed from **C.G Board.2009**
- **B.A** Passed from **PT. Ravishankar Shukla University RAIPUR (C.G.)**
- **MBA HR** From **MIBM (Matrix Institute of business management) Noida (UP)**

GENERAL SKILLS

- **Microsoft Word, Excel, PowerPoint, SharePoint**
- **Database management.**
- **Data Entry**
- **MS Office**
- **Problem Solving**
- **Thorough**
- **Personable**
- **Leadership skills**

Work Experience :-

- **Three Year experience In Hotel Shri Ram** as a Front office Manager / office Administrator
Work with front office manager to create a Guest first atmosphere and a Seamless Check in / Checkout and Experience and Handle the **online portals** :- Booking. Com, Agoda . GOMMT/MMT,EXPIDIA ,OYO, JUSTDIAL, Trip advisor etc.
- **Three year experience** In Intelligent people resource ltd as Office Administrator
- **One year experience** in Devyani International limited IGI Airport as a Customer service associate

Responsibilities :-

- Coordinate office activities and operations to Secure efficiency and Compliance to company policies
- Supervise administrative staff and divide Responsibilities –
- Manage phone calls and Correspondence(E-mail, Letters, packages etc.)
- Create and update records and databases with personnel, other data
- Assist colleagues whenever necessary
- Assisted guests with reservation arrangements and special request
- Developed and implemented programs that incrate employee Engagement and Hotel productivity.

STRENGTHS

- Hardworking
- I Can Give My 100% Toward my work
- Good communication skills

PERSONAL DETAILS

Date of Birth: 16th Sept 1992

Father's name: Shri. Aada ram

Gender: Female

Marital Status: Unmarried

Languages known: English, Hindi, Marathi

Nationality: Indian.

Religion: Hindu

Passport No: M0699895

INTERESTS & ACTIVITIES

Hobbies:- Reading Book ,Reading , watching TV

I confirm that the information given above is true and authentic to the best of my knowledge wisdom.

Place:

Date:

Shashi Mungankar

CURRICULUM VITAE