

Queency Nikunj Tandlekar

kajalkadu28@gmail.com

7874420885



CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

SKILLS

Time management
Good Communication
Problem solving

EXPERIENCE

May-2017 - Jul-2019	Data entry operator
Advocate Hemanshu Joshi consultant office	
GST return filing work	
From: Oct-2021	Front office executive
Lallooji and sons property Rannutsav tent city	
Check in-Check out entry and Guest relationship executive, Customer service executive	
Jun-2022 - Oct-2022	Receptionist/ Admin
Velly belly the family club	
customer service executive / Front office manager	
Jun-2023 - Aug-2023	Ground staff
Tata Sia vistara airlines	
Security executive/ customer service	

EDUCATION

Degree/Course	University/Board	Percentage/CGPA	Year of Passing
12 th pass	Gujarat board	69.25 %	2017
Bachelor of commerce	William Carrey University	70.05 %	2019
Diploma in computer application	Sanskar computer education, NCT New Delhi gov.India	70.66 %	2014
Diploma in aviation, hospitality and hotel management course	Sheltas aviation Institute	A	2022

ACHIEVEMENTS

Bharatnatyam (classical Dance)	6 th year Completed in Classical dance. And I had Achieved many trophies and certificates.
Rannutsav tent city	I had achieved star of the month trophy and certificate the post of GRE (Guest relationship executive).

STRENGTHS

Good learner, Responsibility

HOBBIES

Dancing, Traveling

PERSONAL DETAILS

Address	A-404, Swapna flats, opp.Citizen School, honey park road, Adajan Surat., Gujarat, 395009
Date of Birth	28/08/1997
Gender	Female
Nationality	Indian
Marital Status	Married
Languages Known	English, Hindi, Gujarati, Marathi

DECLARATION

I hearby declare that above is true to best of my knowledge and behalf.

Queency Nikunj Tandlekar