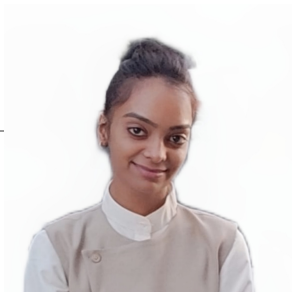


Khushi Kushwaha

Cell: 9340480145

Email: khushikushwaha01071999@gmail.com



Energetic Front Desk Receptionist who can provide efficient, organized and friendly secretarial support. Skilled at managing inventory and supplies, handling phone duties and company correspondence, and appointment scheduling. Specializes at creating a friendly and receptive office environment.

Qualifications

Rani Durgavati University

DEGREE: BBA in Hotel Management

DURATION: 6/2018 - 3/2021

DPS campus

DEGREE: XII (CBSE)

DURATION: 5/2017 - 5/2018

DPS Campus

DEGREE: X (CBSE)

DURATION: 5/2015 - 6/2016

Skills

Technical Skills

- OPERA
- IDS
- INKEY

Management Skills

- COMMUNICATION
- ABILITY TO WORK IN A TEAM
- ATTENTION TO DETAIL
- PROBLEM SOLVING
- FLEXIBILITY
- COMPUTER LITERACY
- PHONE ETIQUETTE

Experience

SENIOR FRONT OFFICE ASSOCIATE

Present

- **Company Name:** THE FERN RESIDENCY
- **Description:** > Greeting clients and setting a positive office atmosphere. > Answering the phone, taking messages and redirecting calls to respective offices > Creating and maintaining updated documents and spreadsheets > Operating office equipment such as photocopier and printers
- **Achievement:** Employee of the month February 2022

FRONT OFFICE ASSOCIATE

- **Company Name:** WOW HOTEL, INDORE
- **Description:** > Greet and check in clients. > Verify payment methods and update client information. > Answer phones and emails.

INDUSTRIAL TRAINING

- **Company Name:** BELLAMONDE HOTEL, DELHI

<i>Interests</i>	<ul style="list-style-type: none">• SALES AND MARKETING• HR• FRONT DESK• DRAWING	<ul style="list-style-type: none">• VOLLEYBALL• CRICKET• ART AND CRAFT
<i>Personal Information</i>	<ul style="list-style-type: none">• Date Of Birth: 01/07/1999• Nationality: India	<ul style="list-style-type: none">• Marital Status: Single
<i>References</i>	Request On Demand	