

**AISHWARYA SHARMA**

**Address:** WZ-1903 Rani Bagh, Pitampura, Delhi-110034.

**Date of Birth :** July 01, 1997

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**CAREER OBJECTIVE**

To maximize my knowledge about ever changing trends in hospitality industry through rigorous learning and applying the same to develop my skills and enhance my career growth.

**EDUCATION**

2017-2020 Pursuing	Pursuing Three year Programme in Bachelor of Tourism Studies, Indira Gandhi National Open University, Delhi
2016-2019	Three year Programme in Hospitality Management & Leadership, Vedatya Institute, Delhi
2016	CBSE (12 <sup>th</sup> standard) - St. Columbo Public School, Delhi
2014	CBSE (10 <sup>th</sup> standard) - St. Columbo Public School, Delhi

**WORK EXPERIENCE**

- Senior host at Alila Fort Bishangarh by Hyatt, Jaipur from June 2019 to January 2020.
- Internship from Radisson Blu Plaza, Delhi Airport from January 2018 to June 2018.

**JOB RESPONSIBILITIES**

- Check-in.
- Hosting the guest on his entire stay.
- Guest Relations.
- Guest Experiences.
- C-Forms Updation.
- Operator Calls Handling.
- Guest Registration Card Updating.
- Greeting the Guest to the room with detailed fort show round while check-in.
- Handling In Room Dining.

**IT KNOWLEDGE**

- MS access, MS Excel, MS Power Points Etc.
- Experienced In Micros Opera.
- Experienced in InfrasyS.

## PROFESSIONAL SKILLS

- Excellent in Computer so as to keep customers details by creating their own databases.
- Able to work as per assignment.
- Capable to handle phone calls and e-mail of the customers.
- Capable to take check-in and check-out of the customers.
- Guest Handling.

## KEY SKILLS

- Decision Making
- Quick Learner
- Good Interpersonal Skills
- Leadership skills
- Good Team Player

## HOBBIES AND INTEREST

- Travelling
- Singing
- Make-up Artistry
- Photography

## ACHIEVEMENTS

- Elected as sports representative in college.
- Elected as class representative in college.
- Awarded as Ms. Enthusiastic at Vedatya Institute.
- Elected as hostel representative at Vedatya Institute.
- Second runner up in Rangoli competition at Vedatya Institute.

## DECLARATION

I here by declare that all the information given is true to the best of my knowledge and belief.