**PRIYANKA CHATURVEDI**

**Email**      : [priyankaaki@gmail.com](mailto:priyankaaki@gmail.com)

**Mobile**    : +919654486616

**CAREER OBJECTIVE**

A skilled and diligent personnel with knowledge of handling multiple tasks and experienced in planning and coordinating activities in different organization. Seeking a challenging working to the best of my ability to succeed and built a career in harmony with the organization growth.

**PROFESSIONAL QUALIFICATION**

* Diploma in Hospitality, aviation travelling tourism from Frankfinn
* BBA from College of Management Studies, Kanpur (2006 -2009)
* MA from C.S.J.M. university (2012- 2013)

**ACADEMIC QUALIFICATION**

* 10+12 from M.D Girls Inter College (U.P Board) in 2006
* 10th from M.D Girls Inter College (U.P Board) in 2004.

**PROFESSIONAL EXPERIENCE**

* **Awfis Space Solutions Pvt.Ltd.** (2nd August,2015 – 2nd October,2015)

**Assistant Community Manager**

* Handling Whole Center
* Handling Administration of the center
* Arranging Board meetings, MOM
* Issuing license food and water related
* Travel arrangements visa arrangement
* Hotel Arrangement
* **Wolters Kluwer India Pvt. Ltd** (14thOctober’13-28th July2015)

**Admin Executive cum EA**

* Calendar Management
* Maintaining expense reports and claim reimbursements
* Maintaining Travel Itinerary (national/international) and making required travel and stay arrangements, Visa & forex arrangements.
* Providing administrative support by drafting of routine correspondence such as faxes, mails and letters etc.
* Responsible for handling internal and external calls. Screening of calls.
* Arranging the welfare parties for the staff. This would include supervision of catering, gifts and other logistics arrangements required for office get together.
* Maintaining attendance records and other employee related forms on daily basis.
* Maintaining all the registers In­out time, attendance, late coming, stationery stock,

Pantry stock, etc.

* Organizing team engagement related event/activity management
* Maintenance of flow of communication with various on shore business partners across the globe
* Ordering stocks of Stationary & other items of day to day.
* Assist in the planning and preparation of meetings, conferences and conference,telephone calls.
* Updating contact list of the company on regular basis
* Issue corporate numbers and get business cards printed for newly joined employees
* Maintaining daily tracker for admin expenses.
* Manage databases with respect to hierarchy of position levels
* Organizing and coordinating various Employee Development Program
* Coordinated with HR team for Auditing
* **The LeelaKempinski, Gurgaon** (21st January’13- 08th October ’13)

**Assistant Front Office**

* Handling the guest complaint & services.
* Checks out guests and inquires about their stay.
* Know about all the hotel product knowledge.
* Greeting and assisting visitors and Guests.
* Handling Telephonic and Walk-in enquiries.
* Maintains the desired levels of quality assurance ratings, including guest comment cards, accounting audit and inspection scores.
* Actively builds awareness of the Brand to guests.
* Be attentive to members and resolve their complaints where possible, reporting all incidents to Supervisor
* **The Imperial, New Delhi** (16th May’11-22nd December’12)

**Guest Service Associate**

* Know about all the hotel product knowledge.
* Attending Incoming & Outgoing calls with proper etiquettes and maintaining records for them.
* Greeting and assisting visitors and Guests.
* Handling Imperial boutique
* Date stamps, sorts, and racks incoming mail and messages.
* Assist guests in an informative and helpful way
* **The Claridges, New Delhi** (15th February’10-30th April’11)

**Food and Beverages Hostess**

* Meet and greet all members, and potential members, at the front of the Restaurant
* Take telephone bookings and document in the Reservation book according to restaurant standards
* Handling the guest complaint & services.
* Maintain responsibility of cleanliness of hostess stations.
* Maintain detailed knowledge of menu, including daily specials.
* Ensure that each customer receives outstanding service by providing a friendly environment.
* Coordinating with the chefs towards the food and snacks for the associate and provide timely service to the associates.

**KEY SKILLS AND ATTRIBUTES**

* Good Team Player and Leadership Qualities
* Zeal to learn new things.
* Interpersonal Skills

**PERSONAL DETAILS**

Date of Birth: 22ndApril ,1990  
Father Name: Mr. J.K Chaturvedi   
Occupation: Government Officer  
Permanent Address: 91/21,10-Block, GovindNagar,Kanpur-208006

DATE :

SIGNATURE: