

LAXMI MAHAJAN

E-77 Jhilmil colony Near Vivek Vihar

New Delhi-: 110095

09582939138

[Mahajan.laxmi91@gmail.com](mailto:Mahajan.laxmi91@gmail.com)

Greetings for the day!!!!!

It was very nice talking to you.

With this cover letter, I would like to apply for the job in your organization, which was posted on a Job Portal. I feel equipped to carry out the leadership required, managing workers who specialize in various activities such as strong interpersonal, analytical & problem solving skills and the ability to relate to people at all levels across the organization. I’ve worked in different corporations in this capacity.

I am enclosing a resume for your review. Please consider this letter as my formal application presenting my background, education and experience. If you wish to meet me in person to discuss my ability to do this job you can contact me at 09582939138. If you select me, I promise to deliver outstanding service.

Thank you for your time and consideration.

Sincerely yours,

Laxmi mahajan

Enclosed: resume

Laxmi Mahajan 23, Female, Unmarried

Mahajan.laxmi91@gmail.com Mobile: **+91-9582939138**

**CAREER OBJECTIVE**

To work in an organization that offers open, challenging, stimulated and team oriented environment, where my skill and knowledge can be shared and achieved to work in a progressive work culture with all freedom to be creative and innovative.

**TECHNICAL QUALIFICATION:**

* *Pursuing Graduation from Shobhit University.*
* *Diploma course in Office Management (secretarial Practice) from YWCA Connaught place New Delhi.*
* *One year Computer Diploma from Zoom computer Center in Vivek Vihar New Delhi.*
* *Diploma course in News Reading, Anchoring and R.J from DFI South Delhi.*
* *12th Passed from C.B.S.E, Delhi Board.*
* *10th Passed from C.B.S.E, Delhi Board.*

**Course Content:**

* Shorthand(80wpm)
* Computer
* Typing (40wpm)
* Office Procedure
* English for Business
* Correspondence
* Personality Development
* Soft Skills

CAREER PATH

*ITD ITD CEM JV (New Delhi) (Nov 2013 to Present)*

Personal Secretary

ITD Cementation India Limited (ITD Cem) has contributed significantly in the growth of Infrastructure in the country over the last eight decades and continues to provide solutions in the field of Civil Engineering. Searching for new and innovative methods of solving present day construction challenges is an integral part of the Company’s being.

Responsibilities:

* Maintaining the documents records.
* Responsible for checking the office’s assets are in good condition.
* Responding the mails. Receiving the mails and calls.
* Managed operational details and prepared agendas..
* Assisted with presentations and board meeting.
* Organizing dairies.
* Managing Junior Staff.
* Managing the day-to-day operations of the office
* Organizing and maintaining files and records
* Planning and scheduling meetings and appointments
* Managing projects and conducting research
* Preparing and editing correspondence and reports
* Providing quality customer service
* Working in a professional environment

## Two Year Experience in Hotel Krishna Residency (a unit of Bhanot Construction & Housing Limited) as Front Office Manager.

***Krishna Residency, Dwarka***

Krishna residency is the primer boutique hotel in Dwarka, New Delhi. Krishna Residency provides a holistic and luxurious hospitality experience and leisure travelers alike

***Work Profile at Krishna Residency***

* Provide services in accordance with ‘YES I CAN’ standards with a motto 100% guest satisfaction.
* Communicating effectively with guests, co-workers and executives to have tasks executed.
* Promptly responding to guest queries and requests during the check-in process and throughout their stay.
* Using team work to handle situations and assisting co-workers as & when required.
* Preparing month end reports & handling guest complaints.
* Handling day to day walk in reservations.
* Overseeing that all the requirements of clients are met on time & ensuring that high quality services are provided to attain high customer satisfaction.
* Handling regular guests, evaluating guest comments, relating them to quality charts & making necessary changes.

## One year Experience in Hotel Golden Palms & Suites Delhi as Front Office Manager.

## Golden Palm Suites, Dwarka

A golden palm suite is the Bed and Breakfast in Dwarka, New Delhi. Golden palm suite provides a holistic and luxurious hospitality experience and leisure travelers alike.

**Work Profile at Golden Palm & Suites**

* Trains, cross –trains, and retrains all front office personnel.
* Participates in the selection of front office personnel.
* Schedules the front office staff.
* Supervises workload during shifts.
* Evaluates the job performance if each front office employee.
* Maintains working relationships and communicates with all departments.
* Maintains master key control.
* Verifies that accurate room status information is maintained and properly communicated.
* Resolves guest problems quickly, efficiently, and courteously.
* Ensure logging and delivery of all messages, packages, and mail in a timely and professional manner.
* Ensure that employees are, at all times, attentive, friendly, helpful and courteous to all guests managers and other employees.
* Monitor all V.I.P 's special guests and requests.
* Maintain required pars of all front office and stationary supplies.
* Review daily front office work and activity reports generated by Night Audit.
* Review Front office log book and Guest feedback forms on a daily basis.

# AREAS OF STRENGTH

* *I am endowed with definite sense of responsibility, team spirit and a flair for getting things done. I can take on pressure and yet churn out best results.*
* *A sincere hardworking and dedicated individual striving for perfection.*
* *Have presence of mind at every point.*
* *Effective communication skill.*

**INTEREST & ACTIVITIES**

**Travelling, Music & Interaction with people.**

**PERSONAL PARTICULARS**

Permanent Address : E-77, Jhilmil Colony, Near Vivek Vihar New Delhi-110095.

Father’s Name : Sh. Rakesh Mahajan

Contact : ***+91-9582939138***

Date:

Place: (Laxmi Mahajan)