

Curriculum Vitae

KHUSHBOO DEY

26, Shankar Vatika, Golyawas

Mansarovar, Jaipur, India - 302020

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CAREER OBJECTIVE

To work in challenging environment and give my best to the job assigned for the development of the organization and self in pursuit of excellence.

PERSONAL STRENGTH

- ☞ Excellent communication skills
- ☞ Sincere , Hard working , confidence
- ☞ Love to meet and interact with people respect human values.
- ☞ Identifying and solving problems
- ☞ Ability to work under pressure
- ☞ Ability to learn new task quickly

AREA OF INTEREST

- ☞ Front Office

EDUCATIONAL QUALIFICATION

- ☞ Secondary from CBSE in 2010 with 56%
- ☞ Sr. Secondary from CBSE in 2012 with 75%
- ☞ B.Com. from University of Rajasthan in 2015 with 61%
- ☞ Post graduation diploma in banking operations.
- ☞ Diploma in Catering Science and Hotel Management.

☞ Pursuing MTTM (masters in travel and tourism management).

PROFESSIONAL QUALIFICATION

22 weeks industrial training in all four departments from Hyatt hotel, Ahmedabad, India

Job Responsibilities

- ☞ Handling guest complaints and concerns in an efficient and timely manner
- ☞ Overseeing VIP guests, arrivals and departures
- ☞ Providing information regarding the hotel, town attractions, activities etc.
- ☞ Maintain all guest folios in the manner instructed and type out necessary guest likes and dislikes to the appropriate fields on the profile.
- ☞ Collect guest feedback during guest departure along with his likes and dislikes.
- ☞ Perform cashier activities.
- ☞ Allocate rooms to all arriving guests.
- ☞ Maintain guest lockers for safe custody.

Professional Experience

- ★ 5 months experience as CSO (Customer service operator) in ICICI bank
- ★ 1 year experience as a **Guest relationship Executive** with lords hotel Jaipur
- ★ 1 year experience as a receptionist in royal orchid hotel jaipur
- ★ 7 months experience as a guest relationship executive in fortune royal hotel fujairah, UAE
- ★ 1 year experience as a lecturer in apex university
- ★ 9 months experience with UEI Global college as an academic counsellor.

ACHIEVEMENTS

- ☞ Rewarded for Dance Competition at School Level.
- ☞ Rewarded for Miss Fresher in College.
- ☞ Certificate for painting competition at School.
- ☞ Certificate for National Science Olympiad

HOBBIES AND INTEREST

- ☞ Dancing
- ☞ Listening Music
- ☞ Singing
- ☞ Watching TV

KEY SKILLS AND ATTRIBUTES

- ☞ Good knowledge of IDS and WINHMS
- ☞ Basic Knowledge of Computer
- ☞ Sound Knowledge of Internet

PERSONAL INFORMATION

Father's name	:	Mr. Govind Dey
Date of Birth	:	13/08/1993
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	English, Hindi & Bengali
Height	:	160 cm
Weight	:	59 kg

Passport Details

Passport No	:	R8004971
Issue Date	:	08/01/2018
Expiry Date	:	07/01/2028
Issue Place	:	Jaipur

Declaration

I hereby declare that all the above information given as correct to the best of my knowledge and that I have not withheld any information which may affect my suitability for employment.

KHUSHBOO DEY