



SUCHITRA PATRA

aspiring Assistant Manager

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📍 388, motilal colony, rajbari
, kol-81

SKILLS

Customer Service

Ability to Multitask

Ability to Work in a Team

Leadership and Teamwork

Communication Skills

LANGUAGE

English

Hindi

Bengali

PROFILE

Aspiring hospitality manager with a B.Sc (H&HA.) degree and proven problem-solving and troubleshooting skills. Skilled and dynamic aspirant with excellent leadership and management abilities. One of the Tourism Club's devoted members has produced and presented multiple videos that highlight lesser-known, yet very prospective tourist destinations in Kolkata. Seeking an assistant manager position to continue expanding my knowledge of different departments and guest handling experience.

EDUCATION

○ Matriculate/10th, KENDRIYA VIDYALAYA NO.1 SALT LAKE, Kolkata

2007-2017

AISCE exam CBSE board-9.2/10 CGPA

○ Senior Secondary/12th, KENDRIYA VIDYALAYA ORDNANCE FACTORY DUMDUM, Kolkata

2017-2020

AISSCE exam CBSE board 76%

○ B.Sc in Hospitality and Hotel Administration, Institute of Hotel Management Catering Technology and Applied Nutrition, Kolkata

2020-2023

Overall Percentage-79%

○ Bachelors of Hotel Management, Institute of Hotel Management Catering Technology and Applied Nutrition, Kolkata

2020 - current

INTERNSHIPS

Industrial Exposure Trainee at Taj Vivanta, Kolkata

December 2021-Apr 2022

- Handled customer complaints calmly and professionally, resolving customer issues in a timely manner
- Created reports and documents as requested by the department manager
- Learned and followed all hotel policies and procedures, resulting in fewer mistakes and improved customer service