



CURRICULUM VITAE

Nancy Panwar

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D.O.B: 25th October , 1998

CAREER OBJECTIVE & PROFESSIONAL SKILL

To seek and maintain full-time position that offers professional challenges utilizing Inter-personal skills, excellent time management and problem-solving skills.

A self-motivated and result oriented MBA (HR) fresher looking for an opportunity to grow my skills and knowledge, which can further lead to the growth of the organization. Also have a front desk receptionist experience & having organisational skills, multitasking, prioritizes tasks while staying focused on several projects simultaneously. Can deal with high profile corporate clients, performing well in high pressure, competitive environments.

CORE COMPETENCIES ACHIEVEMENTS AND CERTIFICATION

Communication | Teamwork | Leadership | Operation Management | Technology Skills

- Keen attention to detail: Accurate, reliable and diligent. Always complete Tasks within schedules can handle operational challenges.
- Dynamic communication and negotiator: Dealing professionally with a wide range of people including senior management, negotiated and closed numerous High-value deals within up-sell, Fluent in English.
- Team work: Built effective personal relationship and network the team which contributed towards achieving organization target, ability to get on with all level of people and possess strong relationship building skill.
- Leadership and problem solving: Good conflict management and prioritization skills, ability to manage multiple tasks simultaneously and under the pressure.
- **Software Use and Technological Skill:** Proficient use of Hotel PMS software (Hotelogix) and Skilled user of Microsoft Office (including Word, Excel and PowerPoint) and Internet savvy.
- **Hotelogix Certification in Front Desk Module From Accor Hotels**
- **Hotelogix Certification In Guest Service Module from Accor Hotels**

PROFESSIONAL EXPERIENCE

Front Office Receptionist 15th October, 2022– 10th January, 2023

➤ **The Living Adventure** Managed by **Accor Group** Global Sports Event 2022 Qatar

- Welcoming and Provide information about the residences to the Guests and providing them with detailed information about the policies and Amenities,
- Greet, check-in, respond to requests and providing exceptional service.
- Demonstrate a knowledge of hotel room categories, room rates, packages, Promotions and other general product knowledge necessary to perform daily Duties.
- Effectively coordinating all the departments including the Management & Housekeeping
- Achieve positive outcomes from Guest queries in a timely and efficient manner.

M/S Glades Hotel Mohali Chandigarh From 10th June 2022 to 30th September 2022.

Administrative assistant / Front office Receptionist

- Provided administrative and receptionist support such scheduling, answering phone calls, mail distribution and other front office task.
- Collaborated with other team members on various projects and customer issues.

PROFESSIONAL & EDUCATIONAL QUALIFICATION:

Year	University	Area of study
2019	Himachal Pradesh University	Bachelor's of business administration
2022	IGNOU	Master's of business administration
2019	Hind Computer Education	Advance diploma in computer application
2021	Dr. C.V Raman University	Post graduation diploma in computer application

Declaration

I hereby declare that the above information is true to the best of my knowledge, if given a chance I will try my best to come true to you aspirations.