



SUMMARY

To be associated with an organization that allows me to utilize my creativity, promotes continuous upgrading of knowledge along with thinking and individual development & to make use of my interpersonal skills to achieve goals of a company.

EDUCATION

Board of Intermediate Education W. B

Intermediate 2016 – 2018

Andhra High School Kharagpur (W.B.)

Secondary School Certificate 2015 – 2016

Frankfinn Institute Of Air Hostess Training In Visakhapatnam

Diploma In Aviation And Hospitality management
2019 -2020

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Good in ·MS- office
- Good in Customer Service

PERSONAL TRAITS

- ·Traveling
- ·Photography

PROFESSIONAL EXPERIENCE

front office associate

Medicover Hospitals | 2021 – 2023

- Receive 50+ calls per day and redirect them to the appropriate department.
- Greet guests with a bright attitude, manage and maintain visitor management system and document accordingly
- Managing physicians schedule and planning meetings. Collecting and posting co-payments, balancing daily.

Banquet Sales Coordinator

Green Park Hotel & Resorts pvt ltd | 2023 – 2024

- Planning and over seeing all areas of the banquets including meals and entertainment.
- Ensure that everything is prepared and presented to the clients expectations accomplishments increase in events sales through referrals.
- Conduct market research, gather information and negotiate contracts prior to closing any deals.
- Coordinated events such as Golf tournaments, weddings, receptions, class reunions, family reunions, large parties etc.
- Strong understanding of negotiation and interpretation of contracts
- Developed business communication skills, both written and verbal
- Execute and support Hotel Customer Service Standards and Hotel's Brand Standards
- Understanding of respective market segment, competitor's strengths, weaknesses, economic trends, supply and dem
- Possesses extensive computer knowledge of Microsoft Office applications (Word, Excel and more)