



To,
The
General Manager,
Seven Hills Hotel & Resort
Nalanda, Rajgir (Bihar)

Respected Ma'am / Sir,

My name is Sweta Shukla and I am currently working with Hotel Patliputra Nirvana, Patna as a Sr. Front Office Executive.

I am looking for a change in a better opportunities in your easteemed organisation preferably in the Front Office Department.

I shall be thankful to you, if you could give me this opportunity or find a suitable opening post for me in your organization. I am looking forward to hear back from you regarding my application below attached (C.V)

Thanking you.

Yours Sincerely,

SWETA SHUKLA

Mob:+91 9798569090

. E-mail: swetashukla2005@gmail.com

Parmament Address:
Ekma,Chhapra (Saran) Bihar

EDUCATIONAL QUALIFICATION

One Year Diploma in Hospitality Industry Course from Frankfinn, Lucknow in 2014.
Graduate from J.P.University (Passed) B.Com 1st Year 2014 (Hons Accountancy Incomplite)
INTERMEDIATE PASSE from B.S.E.B Board - 2013
HIGH SCHOOL PASSED FROM B.S.E.B BOARD - 2011

PROFESIONAL QUALIFICATION

- * Diploma in Computer Application form Patna
- * IDS, Hot soft & Exceed Software.
- * Atithya (Dataman Software)

WORKING EXPEREICNCE

- * Working with **Hotel Patliputra Nirvana** (A Patliputra Group of Hotels & Resorts Pvt. Ltd.) Patna as a **Sr. Front Office Executive** from Sept '2022 to till date.
- * Worked with **Hotel Diamond (A Group of Diamond Hotels & Resort Ltd)** Varanasi as a **Front Office Executive** from October '2018 to June 2022 .
- * Worked with **Republic Hotel New**, Patna as a **Front Office Assistant** from September 2016 to August 2018.
- * Worked with **Gargee Gautam Vihar Resort**, Rajgir as a **Receptionist / Job Trainee** from December 2014 to August 2016.
- * Worked with **JW Marriott**, Kolkata in **Front Office & F & B Service** as a **Industrial Trainee** from June 2014 to November 2014.

Skill & Strengeths

- Hard working, Ambitious & Optimistic.
- Punctual and building relationship with people.
- Desire to grow in company with learn while earn attitude.
- Always filled with confidence.
- Determined and dedicated towards my goal
- Urge to learn the answer to the upcoming challenge
- Best Team Leader

PERSONAL PROFILE

NAME	:	SWETA SHUKLA
FATHER'S NAME	:	Mr. Vijay Shukla
Date of Birth	:	8th November 1996
Phone Number	:	91-9798569090
Permanent Address	:	Vill Ekma, PO/PS Ekma, Dist. Chhapra (Saran)
Nationality	:	Indian
Marital Status	:	Married
Height	:	157 cm
Weight	:	49 Kgs
Eight Sight	:	Normal vision 6/6
Languages Known	:	English & Hindi
Current Job Status	:	Employed

I here declare that the above-furnished details are true to the best of my knowledge.
Thanking you.

SWETA SHUKLA

Date : 1st December 2023
Place: Patna