

## CONTACT

### Pooja Kaur

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## OBJECTIVE

Dedicated and versatile professional with a strong background in front office management and a true passion for baking. Exceptional organizational skills and attention to detail contribute to seamless administrative operations, while creativity and mastery of baking techniques result in visually stunning and delicious culinary creations. Demonstrated ability to provide exceptional customer service and create a welcoming environment.

## EXPERIENCE

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- **INTERNSHIP DETAILS**

G.G.N.I.M.T

Internship Program:- Hospitality Internship Program

Department:- Front office, food production, housekeeping

Duration of Internship:- 5 months

Location:- GGNIMT College Ludhiana

Research-based training:- Topic Housekeeping waste management

Food production:- Topic Dietary fibre sources and human benefits

Front office:- Hospitality market in India in the COVID era.

Jan-20-2023 -  
May-20-2023

- **On Job Training**

RADDISON (GURUGRAM)

call handling

guest feedback

guest enrollment

## EDUCATION

2017

- **Govt Girls Ser Sec School Hargobind**  
Matriculation

2019

- **Govt Girls Ser Sec School Hargobind**  
Matriculation 12th ( Vocational Marketing )

2023

- **G.G.N.I.M.T ( Civil Lines Ludhiana )**  
BSC.HMCT

## SKILLS

- Time Management Guest Interaction Call handling Team work Critical work thinker

## INTERESTS

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- Bakery
- Traveling
- Front Office
- F&b Service

## LANGUAGES

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- English Hindi Punjabi