

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.
- **On Job Training**
 RADDISON (GURUGRAM)
 call handling
 guest feedback
 guest enrollment

Jan-20-2023 -
 May-20-2023

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

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

LANGUAGES

- English Hindi Punjabi