

Resume

Urvashi

Address

H.No. 39

Gali No.2,

Hindustani Colony

Lohgarh Gate,

Amritsar

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PROFESSIONAL SUMMARY

- Organized and dedicated Administrative Assistant with a proven track record of providing exceptional customer service in fast paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks in a timely manner. Self motivated work ethic with ability to work well independently or in team environments.

PERSONALITY

- I am honest, sincere and hard working person, in the sense that whatever tasks I take up, I fulfill my duties with great devotion & passion.
- To achieve challenging position in a career oriented hospitality industry . Where my rich cross functional skills are exploited to the best use the company in the process , upgrade myself with emerging skills and contribute the companies development

EDUCATIONAL QUALIFICATION

10th passed from Prem Ashram Sr. Sec. School

10+2 passed from Saraswati Sr. Sec. School.

B.Sc. (Airline Tourism Hospitality Management) passed from Swami Satyanand College Management & Technology, Guntala Bypass, Amritsar.

CERTIFICATIONS

- 6 months Industrial Training in GRE & Front Office Department in Sadda Pind Amritsar.
- 3 year experience at front office department (FOA) in One earth gg regency Amritsar
- 1 Year experience front office department (FOA) Amritsar grand hotel .
- Pursuing in Amritara kirpa hotel

SKILLS

- Deadline driven, Persuasion Skills, Inquiry Response, Customer Service, Relationship Building, Staff Management, Issue Handling, Database Administration, Program Management .

PERSONAL DETAILS

Father's Name : Mr. Rakesh Kumar
Gender : Female
D.O.B. : 28/07/1997
Nationality : Indian
Languages known : Hindi, Punjabi, English
Marital Status : Unmarried
Date :

*Signature**Urvashi.*

