

RESUME

Mobile No: 6305486925

H.N.O: 8-3-230/A/60,

Emailid:ishrathjahan78692@gmail.com

Jubilee Hills Road no.10

Hyderabad-500045

CAREER OBJECTIVE:

To attain a challenging Job in a dynamic and growth oriented organization where I can utilize my knowledge, skills and abilities efficiently and work to the best of my potential with patience, Consistence and team spirit for betterment of the organization.

EDUCATIONAL QUALIFICATION:

Qualification	School/College	Year of study	Percentage
B.B.A (Bachelor's in Business Administration)	A.A.K.C.B.A (Amjad Ali Khan College of Business Administration)	2016-2019	80%
Intermediate C.E.C	Sultan-ul-uloom Junior College	2014-2016	87%
S.S.C	Gnana Kshetra High School	2013-2014	90%

WORK EXPERIENCE:

Hotel	Position	Place
Radisson Blu Plaza	Sales Executive	Hyderabad
Marriott Hotel & Convention Centre	Club coordinator	Hyderabad
Hotel Virgo Sumeru	G.R.E Guest Relation executive	Gujarat
Hotel Ramada	G.R.E / F.O.E	Ahmedabad
Hotel Goldfinch	G.R.E / F.O.E	Mumbai

STRENGTHS:

- Hardworking Nature
- Positive attitude and Self Confident
- Ability to work under stress
- Good communication and Great Public Speaking skills
- Trouble Shooter & Trust Worthy

INTERESTS:

- Creativity (Art & Craft)
- Voracious Reader
- Customer Service Oriented
- Pleasant & Charming Personality

TECHNICAL SKILLS:

- A.D.C.A
(Advanced Diploma Computer Application)
- M.S. Office
(Microsoft Word, Excel, PowerPoint)
- Highly Experienced in Hosting Events
(Celebration, Corporate, Marketing Events)

CERTIFICATIONS:

- **(FIAT) Frankfinn Institute of Air Hostess Training (Aviation, Hospitality, Travel)**

PERSONAL DETAILS:

Name	: ISHRATH JAHAN
Gender	: Female
Date of Birth	: 29-03-1999
Father Name	: JAHANGIR AHMED

Nationality : Indian

Religion : Muslim

Marital Status : Unmarried

Languages Known : English, Hindi & Telugu

DECLARATION:

I declare that all the information furnished above is true of my knowledge.

(ISHRATH JAHAN BEGUM).