

BINITA PATHAK

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9864138848

Guwahati, Assam, India
781020

To excel in the field of hospitality industry with an organization of repute with sincerity, hard work and dedication. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

EXPERIENCE

08/2023 - Current **Desk Associate, Radisson Blu Hotel, Amritsar, India**

- Handling the Housekeeping Desk Control
- Guest Laundry Tagging
- Guest Supplies & Store As well
- Helping Supervisor for Inventory
- Handling Lost & Found As well
- Working As runner For Guest Request

03/2023 - 07/2023 **Housekeeping Desk Associate, Ramada Encore By Wyndham, Bareilly, India**

- Worked As Pre-opening Team
- Making Rooms & Cleaning
- Handing Desk & linen Room As well
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- Employed qualitative and quantitative methods in assessing and synthesising complex information into simple and clear insight.
- Sourced vendors for supply, office equipment and facilities maintenance needs.

04/2022 - 01/2023 **Housekeeping Desk Associate, Royal Orchid Hotels, Noida, India**

- Handling the Guest Call & Request
- Arranged supplies and spaces for staff meetings and trips.
- Sourced vendors for supply, office equipment and facilities maintenance needs.
- Took messages from clients and relayed them to relevant staff promptly.
- Reviewed legal and medical records, documents and correspondence.

10/2021 - 04/2022 **On Job Trainee, SAYAJI HOTELS LTD, , Indore, India**

- Handled phone calls and responded to emails on behalf of staff, keeping senior members free to focus on larger issues.
- Shadowed daily activities of office staff to gain understanding of scope of work.
- Handling the Control desk As well

10/2019 - 03/2020 **Industrial Trainee, The Sheraton Grand, Indore, India**

- The Sheraton Grand Palace, INDORE.
- Completed all tasks efficiently and timely, as instructed by industrial managers.
- Completed industrial tasks, such as equipment maintenance and quality checks without supervision or assistance by managers.

- Observed health and safety guidelines by wearing personal protective equipment to minimise injuries during operations.

PROFESSIONAL KNOWLEDGE

- Inventory Management
- Knowledge of IDS 7.0 & PMS
Opera Micros
- Communication Skills

EDUCATION

2020	Diploma , FOOD & BEVERAGE SERVICE <i>Food Craft Institute (Samaguri), Nagaon under National council for Hotel Management and Catering Technology, Ministry of Tourism Govt. of India</i> , Guwahati, AS
2018	Graduate, Arts <i>Narengi anchalik mahavidyalaya under Gauhati Unive</i> , Guwahati, AS
2015	Intermediate, Arts <i>Chandrapur Junior College</i> , Guwahati, AS
2013	Matriculation <i>Pub Guwahati high school, under SEBA Board</i> , Guwahati, AS

LANGUAGES

English: First Language

Hindi:  C2

Proficient

English:  C2

Proficient

Assamese:  C2

Proficient

PERSONAL DETAILS

- Father's Name : HARICHARAN PATHAK
- Date of Birth : 24/12/1996
- Blood Group : O+
- Nationality : Indian

HOBBIES

- Traveling and connecting with people

DECLARATION

The above mentioned details are true and to the best of my Knowledge.

Place : Guwahati

(Binita Pathak)

Date: