

Curriculum Vitae



Name- Ms Riya Chakraborty

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Kadihati Mos Pukur,
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West Bengal.**

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CAREER OBJECTIVE

I am looking forward to work with the organization which gives opportunities to new generations and want to grow in terms of knowledge, enhance skills and capabilities to reach higher level of competence and apply existing knowledge and skills to the best of my ability in the interest of the organization. I want to become part of Corporate World with my all possible efforts.

EDUCATIONAL QUALIFICATION

- S.S.C. passed from W.B.B.S.E
- H.S.C passed from W.B.C.H.S.E.

* Completed Diploma from West Bengal.

EXPERIENCE

1. Six months Job training in The Grand Vardhman Hotel , Morbi.
2. One year worked in The Grand Vardhman Hotel, Morbi as a Front Office Associate.
3. Worked in Galaxy Residency, Mundra as a GRE and Comfort-in Hotel.
4. Presently working in Chouki Dhani, Rajkot, Gujrat. as a Asstt. Supervisor in Front Office.

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PERSONAL DETAILS

Date of Birth : 24-10-2002
Father Name : Sujoy Chakraborty
Gender : FEMALE
Marital Status : Unmarried
Religion : Hindu
Nationality : Indian
Hobbies : Making Friends, Listening Music.
Languages known : English, Bengali and Hindi.

SKILLS

- MS-Office , MS-Excel, MS-Word, MS-Power Point.
- I have Good analyzing and solving capabilities for decision making.
- I have Good imaginative and thinking skills.
- Good presentation skills.
- Flexible and Versatile to adopt for work at new Environment.

DECLARATION

I DO HEREBY CONFIRM THAT THE INFORMATION GIVEN IN THIS DOCUMENT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE:

DATE : ___/___/___

RIYA.S.CHAKRABORTY