



KAJAL NAHAR

► PROFILE

A highly organized and hard-working individual looking for responsible position to gain practical experience. Secure a responsible career opportunity to fully utilize my training and skills. While making a significant contribution to the success of the company.

► EMPLOYMENT HISTORY

FRONT OFFICE ASSISTANT, HOTEL AH1, AMRITSAR

2017- 2018

- Managed telephone and email communication systems and maintained office supplies ordering office supplies with accuracy.
- Maintained strong work relationships with all hotel departments.
- Contacted appropriate hotel department to resolve guest issue or concerns.
- Worked closely with the manager of the hotel to address any objectives.

FRONT OFFICE ASSOCIATE, HOTEL ABODE, AMRITSAR

April 2018- July 2020

- Served as a friendly and helpful first point of contact in the front office.
- Managed office space and office equipment.
- Managed front office traffic, answered phones, and routed calls and email correspondence.
- Recorded notes from office meetings and distributed agendas to employees.
- Brought forth phone etiquette and patient attitude

FRONT OFFICE EXECUTIVE, HOTEL KEYONN BY KUMAR, AMRITSAR

August 2020- February 2021

- Operating office equipment such as photocopier and printers
- Book keeping and issuing invoices
- Recording Meeting minutes and dictations
- Performing as inventory of office supplies and order of need
- Greeting and assisting visitors in a professional and friendly Manner

HOTEL LORDS ECO INN 2021 TO 2023

As Duty Manager

March 2021- October 2023

Interpersonal skills- Patience, listening, and communicating are all people skill a front executive must tap into while assisting

- guests

Customer centric- making the needs of patrons the top priority and working to make their interaction with your company pleasant.

DETAILS

Raja Sansi Airport Road
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SKILLS

Fast Learner
Decision Making
Problem Solving
Time Management
Teamwork
Communication
Management

HOBBIES

Singing
Travelling
Adventure
Reading Stories

CASA ROYALE HOTEL AMRITSAR

November 2023 TO till date

- Answer questions and address complaints
- Greet and welcome guests
- Management of office employee
- Monitor office supplies
- Managing mail distribution
- Monitor office expenses and costs
- checking guest in and out

EDUCATION

12th, PSEB, AMRITSAR

2013-2014

BSC (ATHM), PUNJAB TECHNICAL UNIVERSITY

2014-2017

ADDITIONAL QUALIFICATIONS, AMRITSAR

- Basic knowledge of Computer
- Busy Accounting Software
- Maya Software
- IDS
- Amigo and Maya software

LANGUAGES

English

Hindi

Punjabi