



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 at 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
Amritsar-143101 India

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7340769431.

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SKILLS

Fast Learner
Decision Making
Problem Solving
Time Management
Teamwork
Communication
Management

HOBBIES

Singing
Travelling
Adventure
Reading Stories

LANGUAGES

English
Hindi
Punjabi

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