

# MONIKA

Chashma, Pathankot | +91-9417001349 | monikajotra24@gmail.com

## CAREER OBJECTIVE

A results-oriented and adaptable recent graduate with a passion for hospitality. Seeking to leverage strong communication and problem-solving skills to provide exceptional guest experiences and contribute to a successful, team-oriented environment.

## ACADEMIC QUALIFICATION

The academic journey has provided me a robust theoretical foundation and a disciplined, structured approach to learning. The education has been instrumental in preparing me to address professional challenges with confidence and a methodical mindset.

**Graduation:** Bachelors Of Arts, Shanti Devi Arya Mahila College, Dina Nagar (2025)

**12th Class:** 9+ CGPA from Punjab School Education Board (2022)

**10th Class:** 9+ CGPA from Punjab School Education Board (2020)

## WORK EXPERIENCE

An entry-level, eager to apply with a strong academic background and well-honed interpersonal skills to a dynamic team. I am committed to gaining hands-on, practical experience in the day-to-day operations of the hospitality industry, with a particular focus on guest-facing roles. I am confident in my ability to adapt to new procedures quickly, absorb information efficiently, and contribute to a positive atmosphere from the initial day of engagement. A commitment extends beyond mere learning; a strong drive exists to become a productive and reliable member of the team, capable of assisting with tasks that support overall operational excellence.

## CORE COMPETENCIES

- Effective Communication:** Articulating thoughts clearly and listening attentively to ensure seamless interaction.
- Strong Interpersonal Skills:** Building positive relationships and working collaboratively with diverse groups.
- Hard-working & Self-motivated:** Initiative-driven and committed to efficiency and quality.
- Adaptable & Self-learning:** Quick to adjust to new environments and pro-active in acquiring skills.
- Basic Computer Knowledge:** Competency in fundamental computer applications and workplace software.

## PERSONAL PROFILE

**Father's Name:** Sh. Mahinder Pal

**Date of Birth:** 24-10-2005

**Gender:** Female

**Languages:** Fluent in English, Hindi, and Punjabi

## HOBBIES

- Reading Books
- Listening to Music