

Ankita Sutar

executive - Guest Relation

Pernem, Goa

ankitasutar7777@gmail.com

8805542848

Willing to relocate: Anywhere

Work Experience

executive

Guest Relation - Silvassa, Dadra and Nagar Haveli

Present

- Handles all guest complaints including managing guests having problems.
- Escorts Guests to their respective assigned rooms + luggage.
- Takes the initiative to create suitable (and relevant) Guest interactions.
- Takes the initiative (including pro-actively where required) to take care of guest requests.

FRONT OFFICE EXECUTIVE

KARISHMA GRAND HOTEL - Candolim, Goa

2016 to 2017

WORKED WITH WINDSOR BAY RESORT AS A FRONT OFFICE ASSISTANT FROM 2014 TO 2015.

WORKED WITH WALKER'S WAY GIFT SHOP AS A SALES GIRLS FROM 2013 TO 2014.

WORKED WITH PLUZ RESORT AS FRONT OFFICE EXECUTIVE FROM 2015 TO 2018

CURRENTLY WORKING WITH RAS RESORT SILVASSA AS A GUEST RELATION EXECUTIVE

Education

Higher Secondary(12th Pass)

Skills / IT Skills

- DSA COMPUTER SOFTWARE COURSE (Less than 1 year)
- Guest Service