



ANANYA MONDAL

OFFICE ADMINISTRATOR /RECEPTIONIST

WORK EXPERIENCE

2019 - Till
(Dubai-U.A.E)

CITY FORTH EVENTS MANAGEMENT LLC
Office Administrator.

- Managing multiple and changing priorities at once.
- Diary Management
- Managing administrative processes.
- Attention to detail and high level of accuracy

2019 Apr - 2019 Spt
(Dubai-U.A.E)

SHUBH ZAIKA RESTAURANT
Cashier and Hostess

- Greeting guests as they enter.
- Providing menus and answering any initial questions.
- Handling Cash and prepare bill as per the table.
- Responding to complaints and helping to resolve them

2017 Nov - 2018 Apr
(INDIA)

NOVOTEL KOLKATA HOTEL
Guest Service Associate

- Greeting guests as they enter, Assist them to their place or room.
- Handling Cash, preparing bills, coordinate with Sales Team.
- Handling Tele phone calls, making reservation and provide information as required.

ACADEMIC QUALIFICATION

M.A - Directorate Of Distance Education (2017)
Rabindra Bharati University

B.A - Taki Govt College (2014)
State University

HIGHER SECONDARY - Sonarpur Vidya Pith (2011)
WBCHSE

10 - Sulkuni Jogendra Maity Sadharan Vidya Mandir (2009)
WBBSE

PROFESSIONAL QUALIFICATION

Diploma In Cabin Crew Training (2016 - 2017)
Applied Professional Training Institution.

Basic Swimming For Survival (2017)
Indian Life Saving Society

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📍 Dubai - U.A.E

📄 Visit Visa

CARRER OBJECTIVE

Looking forward to an Opportunity to work in a challenging environment, where I can utilize my knowledge skills in contributing effectively to the success of the organization and also for the improvement of my professional skills

PERSONAL DETAILS

- Date of Birth 19.09.1993
- Nationality Indian
- Marital Status Unmarried
- Passport No T0042354

Languages Known

- ✓ English
- ✓ Hindi
- ✓ Bangali

TECHNICAL QUALIFICATION

Feb 2017 to Oct 2017 worked as a Tele Sales Representative and Business Development Trainee with Applied Professional Training Pvt Ltd.

SKILL & CAPABILITIES

- Positive approach.
- Multi-tasking strength.
- Analyzes problem by gathering and organizing all relevant information.
- Adapts to changing work environments, work priorities and organizational needs.
- Deals with difficult situations while maintaining performance.
- Plans and organizes tasks and work responsibilities to achieve objectives.
- Completes work in a timely and consistent manner and Sticks to commitment.

DECLARATION

I hereby declare the above mentioned information are correct up to my knowledge and believe, I bear the responsibility for the above mentioned particulars.

ANANYA MONDAL