

REEMA PARATE

50, Kherva Nagar soc , D'cabin, Sabarmati, Ahmadabad - 380019
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CAREER OBJECTIVE

To reach the highest echelon in an organization with hard work, dedication constant endeavor to perform better and give results. Looking forward to have a successful career as a employee. To work for a reputed Company where I could apply my learning and soft skills so as to provide high quality Customer service.

EDUCATION

- **Gujarat Board**
SSC

2012
- **Gujarat Board**
HSC

2014
- **Hemchadrachary North Gujarat University**
Bsc

2019

EXPERIENCE

- **Hotel Shiv Treatotel, Ahmedabad** *05/06/2018 - 10/11/2019*
Front Desk Executive
 - Perform all check-in and check-out tasks and managing online and phone reservations.
 - Inform customers about payment methods and verify their credit card data.Register guests collecting necessary information (like contact details and exact dates of their stay).
 - Provide information about our hotel, available rooms, rates and amenities.Respond to clients' complaints in a timely and professional manner.
 - Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests.Maintain updated records of bookings and payments.
 - Proficient in Microsoft office (Word, Excel, and PowerPoint)
- **VFS Global** *02 January 2020 - 30 June 2020*
Visa Submission Officer
 - Handling customer queries in person, by email and on the telephone.
 - Processing applications and data entry.
 - Collection and scrutiny of passports from the Application Centre.

- Handover of passports to Courier/Applicants, post office and postal applications
- Scanning and uploading of documentation, tracking of passports
- Fee collection and cash handling and preparing reports for day to day transactions.

TECHNICAL SKILLS

- Adaptability Good with computers

PERSONAL PROFILE

- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Hindi, Gujarati

PERSONAL STRENGTHS

Flexibility and Adaptability,
Learning agility and Quick learner,
Enthusiastic,
Ambitious,
Punctual.

INTERESTS

- Listening to music
- Dancing

REFERENCE

Sundeep Gogia - "Treatotel Hotel"
General manager
(925)104-4587

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

REEMA PARATE