

# Neetu Dahiya

M-87 Krishan Vihar , Nee Delhi  
7042716441 | neetu.dahiya87@gmail.com

## Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## Experience

- **Air India Sets** Nov 2021 - March 2024  
Customer Service Executive
  - Controlling boarding gates and counters
  - Assisted the staff in the security check and solved their problems in a short time.
  - Gave the passengers the latest information about the flights
  - Managed job scheduling and schedule keeping.
  - Provided high-level customer service for those traveling by passengers and the airport.
- **Pvr Cinemas** Aug 2021 - Nov 2021  
Food & Beverage Associate ( Entertainment Host)  
Guest Handling  
Taking order  
Doing Upselling and suggestive selling  
Selling Tickets at Box Office  
Selling Food at concessionary  
Doing Service on seat
- **Holiday Inn New Delhi, International Airport** June 2019 - Oct 2019  
Trainee  
Front Office
  - Guest Handling
  - Filling C forms
  - Updating Registration Card
  - Check in and check outs
  - Group check in and checkoutFood prouction (Culinary)
  - Handling live counters (Indian, continental and maxican cusine)
  - Handling food truck (Continental & Maxican cusine)
  - Daily kitchen operation with head chefFood and beverage service
  - Handling bar
  - Service of alcoholic and non-alcoholic drinks
  - Service of food
  - Taking order
  - Presenting menu

## Education

- **Bhartihar University**  
B.Sc in Hotel and Hospitality Administration
- **Sarvodaya Vidyalay**  
12th