

Arti Kumari

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📍 New Delhi 110045

🌐 Arti Kumari

👤 Personal Details

- Date of Birth : 10/03/1998
- Marital Status : Married
- Nationality : Indian

✂ Skills

- Computer Knowledge - Excel, Word, PowerPoint, Outlook
- Team Work
- Student Record Management
- Counselling and Therapy

🗣 Language

- English
- Hindi

🎯 Objective

A hard-working, outgoing, and team-oriented person looking to help a company grow as well as solidify a career that benefits from knowledge, experience, and personality. Seeking to obtain a Education Counselor position in a progressive company, where customer relations experience can be fully utilized to improve customer satisfaction and enhanced the company brand name.

📅 Experience

10/10/2022 - Present

FOSTIIMA Business School

EDUCATION COUNSELOR

- I of psychosocial functioning through resolving negative patterns, prevention, rehabilitation, and improving quality of life.

06/06/2019 - 10/09/2020

Radiant resort

FRONT OFFICE ASSOCIATE

- Welcome guests during check-in and giving a found farewell to guest while checkout.
Handling guest complaints and concerns in an efficient and timely manner.
Coordinating and multi-tasking job duties in a busy environment.
Have up to date information on daily room occupancy
Providing excellent customer service as per hotel standards.

09/04/2018 - 06/04/2019

Ranjee's Hotel

F&B HOSTESS

- Taking care of the restaurant bookings and confirming them.
Handling walk-in queries, Telephone inquiries, and queries via email and confirming them by
Maintaining the hotel standards and exceeding the guest's expectations.
Preparing Reports like Function of the day, Functions of the Month, Function prospectus, and Revenue report for a month.
Sending the Quotations

Education

01/03/2022

Deen Dayal Upadhyay University Gorakhpur

Bachelor Of Education

01/03/2019

Deen Dayal Upadhyay University Gorakhpur

Bachelor Of Arts

01/03/2016

Kendriya Vidyalaya No.1 Air Force Gorakhpur

Intermediate

01/03/2014

Kendriya Vidyalaya No.1 Air Force Gorakhpur

High School

Arti Kumari