

# MANNAT SHARMA



## Profile

Customer-focused and well-trained hospitality professional with hands-on experience in front office operations. Skilled in guest handling, communication, and service excellence. Committed to delivering high standards and creating positive guest experiences.

 7347475631

 smannat775@gmail.com

 H.no 24 Near Baba Jeewan  
Singh, Garha, Jalandhar Punjab-  
144022

## Education

### Bachelor of Tourism and Hotel Management

Doaba college, Jalandhar  
2021-2024

### Senior Secondary Examination Cantt. Board Sen. Sec School

2020-2021

## Expertise

Good communicator

Computer proficiency skills

Guest Relations & Satisfaction

Well-groomed, punctual, and committed to maintaining high standards of hospitality

## Language

English

Hindi

Punjabi



## Work Experience

### Park Plaza Jalandhar

Front office Associate

4 Dec, 2025 -  
Pursuing

- Gained experience in guest check-in/out, reservations, and handling queries.
- Improved communication, grooming, and teamwork in a professional setting.
- Used PMS software and enhanced computer skills for front office operations.

### Radisson Blu Amritsar

Intern

08 Jan, 2024 -  
24 May, 2024

- **Front Office:**
  - Interned in Front Office, assisting with guest check-ins and reservations.
- **Housekeeping:**
  - Interned in Housekeeping, focusing on room upkeep and standards.
- **F&B Service:**
  - Interned in F&B Service, supporting table service and guest care.

