



Bhumi Rana

Hospitality Management Student | Aspiring Front Desk & Guest Relations Professional

Personal Info

Sharjah, United Arab

Emirates

+971 543409467

rbdr2429@gmail.com

Nationality

Indian

Date of birth

19/11/2001

Skills

Front Desk & Reception
Operations

Reservation Handling (Phone
& Online)

Problem Solving & Conflict
Resolution

Team Collaboration &
Adaptability

Customer Service and
Relations

Languages

English

Hindi



Summary

A self-motivated and service-oriented Hospitality Management student with a strong foundation in customer service and front desk operations. Passionate about creating exceptional guest experiences and ensuring seamless service delivery. Eager to contribute to a dynamic hospitality team with a positive attitude, attention to detail, and excellent interpersonal skills.



Work Experience

**Customer Service & Administrative Assistant, Pragati
Laboratory, India**

September 2022 - December 2024

- Delivered front-line customer service and handled inquiries with professionalism.
- Assisted in managing appointments and scheduling, transferable to front desk roles.
- Maintained records and coordinated logistics, mirroring hospitality admin tasks.



Education

**MBA Hospitality Management , Britts Imperial University
College**

March 2025 - Present

BSC Zoology , Veer Narmad South Gujarat University

June 2019 - March 2022



Hobbies

Traveling & Exploring Cultures