



CHANDA RANI

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-  [Bold Profile](#)

SUMMARY

Dedicated and versatile professional with 5 years of experience across restaurant hosting, administrative office assistance, and office administration. Proficient in presenting menus, taking orders, and providing excellent recommendations in a fast-paced restaurant environment. Skilled in administrative operations, including office procedures, records management, and email processing. Adept at utilizing Microsoft Office, Google Drive, and Microsoft Excel to streamline office tasks. Possess a solid understanding of hospitality operations, safety principles, and beverage products. Committed to delivering exceptional customer service and ensuring seamless business operations. Adept at leveraging my diverse skill set to contribute effectively to team success.

SKILLS

- Business Administration and Operations Management
- Exceptional Customer Service and Interpersonal Skills
- Strong Communication and Problem-Solving Abilities
- Team Collaboration and Leadership
- Multitasking and Time Management
- Reservation Systems and Order Processing
- Microsoft Office (Word, Excel)
- Social Media
- Data Entry
- Emailing & Internet Browsing
- Computer used Proficiency
- Office organization
- Meeting coordination
- File management
- Employee onboarding
- Record keeping
- Time management
- Communication skills
- Reception management

EXPERIENCE

RECEPTIONIST ADMINISTRATOR, 10/2024 - 02/2025

FORTUNE GRAND , DUBAI , DUBAI

- Managed inbound calls with professionalism, guiding customers to appropriate departments.
- Streamlined administrative duties such as document organization, inventory management for supplies, and preparation of conference rooms.
- Greeted visitors and customers warmly, offering refreshments as appropriate.

- Coordinated meetings between internal departments, external partners, and clients.
- Managed the distribution of incoming mail, faxes, and packages.
- Participated in regular training sessions related to customer service best practices.

RESTAURANT HOSTESS, 12/2023 - 06/2024

SU KOREAN CUISINE PVT LTD, Tanjong Pagar , Singapore

- Relayed customer feedback to kitchen staff.
- Executed assigned duties including silverware rolling and napkin folding.
- Recommended appetizers, drinks, and desserts to boost sales.
- Managed reservations, waitlists, and special requests for large parties.
- Greeted callers professionally while delivering information about available services.
- Ensured work areas were clean during opening and closing operations.
- Supported servers' needs efficiently.

OFFICE ADMINISTRATIVE ASSISTANT, 06/2018 - 03/2022

BHAT METAL TREAT , LUDHIANA, INDIA

- Coordinated employee recordkeeping processes involving payroll details and leave requests.
- Boosted team productivity by handling related duties.
- Handled administrative functions like document photocopying, sending faxes, and mailing items.
- Created expense reports, tracked invoices, and processed payments.
- Answered phones to direct callers, schedule appointments, and provide general office information.
- Responded promptly to customer inquiries via email or phone.

OFFICE ADMINISTRATIVE ASSISTANT, 04/2017 - 05/2018

RAJINDRA SECURITY SERVICES REGD., Ludhiana, India

- Managed employee records, including payroll information, attendance tracking, and vacation time requests.
- Contributed to the team effort by accomplishing related tasks as needed.
- Performed administrative duties such as photocopying, faxing documents, and mailing packages.
- Provided administrative support to multiple departments within the organization.
- Maintained confidentiality of sensitive data in accordance with company policies.
- Developed forms and procedures to improve workflow efficiency.

**EDUCATION AND
TRAINING**

SISH Institute, Tanjong Pagar, Singapore, Singapore, 11/2023

DIPLOMA IN HOSPITALITY OPERATIONS

Indra Gandhi Industrial And Vocational Training Center, SOHNA, HARYANA, 03/2019

NANNY CARE DIPLOMA: Science Education

NIGHTINGALE SENIOR Secondary School, LUDHIANA, PUNJAB, 03/2017

12TH MEDICAL STREAM: Science Education

Government High School, Ludhiana, PUNJAB, 04/2015

10th : Science

LANGUAGES

- English
- Hindi
- Punjabi

EXPIRY DATE

06/21/30

PERSONAL INFORMATION

- Passport Number: U4928759
- Date of Birth: 02/20/99
- Gender: Female
- Nationality: India
- Marital Status: Single
- Visa Status: Employment Visa

LANGUAGES

Hindi, Punjabi: First Language

English:

C1

Advanced