

Shivani Maini

Guest Relation Executive

Energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organised, flexible and enjoy the administrative challenges of supporting an office of diverse people.

✉ Shivanimaini1995@gmail.com

☎ +917503409814

📍 Delhi , India

📅 25 October, 1995

WORK EXPERIENCE

Guest Relation Executive Sodexo

08/2019 – Present

Gurugram

Achievements/Tasks

- Client Handling, Expenditure Management, Inventory Management, Handling Vendors and the orders Given to them, People Management and the Team handling.

Contact: Amit Kumar – +919582969618

Lead Cabin Attendant Indigo

09/2017 – 07/2019

Hyderabad

Achievements/Tasks

- I was responsible for the Aircraft Fleet Operation and the safety of the souls on board including developing the new SPOs to maximise efficiencies and communicating quality standards to cross-functional teams.

Contact: Sandeep Sood – 9871957262

Cabin Attendant Jet Airways

11/2013 – 07/2017

Mumbai

Achievements/Tasks

- I was responsible for the hassle free operation of the Aircraft in both Domestic and International connectivity for the Airline. I established a new SPO that streamlined flying operation and resulted in hassle-free service.

Contact: Sidharth Kumar – +919667730932

EDUCATION

Bachelor In Tourism IGNOU

XII th CBSE

05/2012 – 07/2013

Delhi

X th CBSE

05/2010 – 07/2011

Delhi

SKILLS

Leadership

Adaptability

Reliability

Team Work

Conflict Resolution

Self-Motivation

VOLUNTEER EXPERIENCE

NCC Delhi

05/2008 – 07/2008

Tasks/Achievements

- Completed the NCC 3, Girls battalion Camp held at Nainital

HONOR AWARDS

Employee of the Month (09/2019 – 10/2019)

Huawei Telecommunications

- Client Appreciation for the task handling and optimization

Employee of the Month (09/2018 – 10/2018)

Indigo Airlines

- Was appreciated to save the lives of passenger who was unconscious due to low blood pressure.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Native or Bilingual Proficiency

INTERESTS

Music

Reading

Badminton