

WORKEXPERIENCE

Receptionist,

Dikshant international school CBSE

- Working with the CBSE affiliated school
- Manage front desk office work and customer service

Head of Department Housekeeping, Luxury The Redefined Hotel

Chandigarh

- Working with the housekeeping team as HOD
- Manage stock & supply , monitor & review hazardous equipment
- Assign tasks& duties

Receptionist & front desk executive,

Story in vision

- Working with the film making production house
- Manage office work scheduled all meetings fax mail etc

Work shop supervisor, DASHMESH AUTO

- Manage store sale and purchase billings staff
- monitoring etc

PR Media Consultansy Event Management Executive, Triveni media Consultansy

chandigarh / india

Dynamic and detail-oriented professional with proven experience in event management and public relations, skilled in organizing successful events, coordinating logistics, managing vendor relationships, and driving media campaigns to enhance brand visibility and stakeholder engagement

EDUCATION

Diploma in computer applications, Chandigarh institute of information technology Regd.

2011 – 2012

High School

2008

SKILLS

Management Skills

Customer Service

Negotiation

Critical Thinking

Communication Skills

Sales & supervisor

Multitasking

SHAHZAMAN KHAN

Receptionist & Front Desk
representative (facilities /
supervisor)



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visit visa

ABOUTME

I am a skilled multitasker with experience in various roles such as front desk executive in a CBSE-affiliated school, production management and front desk operations in a film production company, and head of department duties at a hotel in Chandigarh. My first job was with a media consultancy where I worked in different management tasks for around two years. I am comfortable handling technical issues and can quickly solve any problems that come up at work. These experiences have helped me develop strong organizational and problem-solving skills.