

# Bhawana Kaushik

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## Objective

Motivated and results-driven individual eager to apply my skills to contribute to a collaborative team. Looking for an opportunity to grow and learn in a challenging environment.

## Education

**MA ENGLISH | 2021-23**

**BA (HONS) ENGLISH | 2018-21 | AMITY UNIVERSITY GURUGRAM**

- Major: English
- Minor: Fashion Management
- Related coursework: English and Communications Skills Course, Behavioural Science Course

**12<sup>th</sup> and 10<sup>th</sup> from CBSE Board**

## Skills & Abilities

- Intermediate skills in Microsoft Office
- Effective written and verbal communication
- Detail Oriented
- Active listener
- Quick Learner
- Team Work
- Adaptable
- Decision making
- Organizing and Prioritizing
- Creative
- WPM Speed- 45

## Experience

**ASSOCIATE | MARRIOTT INTERNATIONAL | 1 Year 4 months**

- Associate- 7 Months
- Promoted as Loyalty & Service Associate- 9 Months

## **Roles and Responsibilities**

- Assisted in training new hires, ensuring a smooth transition and effective integration into the team.
- Managed day-to-day operations, ensuring efficiency and accuracy in tasks.
- Used Microsoft Office Suite (Excel, Word, PowerPoint) and other business tools to enhance productivity.
- Maintained confidentiality and handled sensitive information with discretion.
- Utilized digital tools and software to enhance productivity and organization.