

# JIYA DUBEY

GUEST RELATIONSHIP EXECUTIVE



## PROFILE

A dedicated Guest Relationship Executive with strong experience in customer service, guest satisfaction, and overall operational management. Skilled in handling guest relations, resolving concerns efficiently, and coordinating with multiple departments to ensure smooth daily operations. Known for maintaining high service standards, building positive guest experiences, and supporting management in achieving organizational goals.

## EDUCATION

WAMANRAO MUNRANJAN JUNIOR  
COLLEGE

2019-2021

BACHELOR OF MASS MEDIA &  
COMMUNICATION  
(MUMBAI UNIVERCITY).

2021-2024

## CONTACT

☎ 8451914425

✉ jiyadubey1001@gmail.com

📍 Mumbai-400080, india.

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

2021-2023

## Real Estate events.

**Location:** Mulund, Thane, Ghatkopar.

**Role:** telecalling During project launch period.

**projects:**

- Godrej
- Runwal
- prestige
- puraniks
- adani
- damji shamji
- tata

2023-2024

## Evengalist .

**Location:** Mumbai.

**Role:** started with hostess welcoming the guests and clients do this tagging and explain models or projects, help them to understand the location and plans

**Project:**

- sai pravasio.
- JP Infra.
- sugee.

march 2024-  
October 2024

## GRE AT Neelkant Groups

**Location:** Thane.

**Role:** GUEST RELATIONSHIP EXECUTIVE at Devloper lobby. Maintaining data of Site visits and do the tagging and Oversee day-to-day floor operations, ensuring seamless execution of sales, customer service, and visual merchandising. Manage inventory levels, ensure accurate stock counts, and implement inventory control measures.

**Project:**

- Verraton (thane)

## LANGUAGES

- Hindi
- English
- Marathi
- Gujrati
- Bhojpuri

## STRENGTH

- Negotiation
- Communication
- Networking
- Persuasion
- Adaptability
- Knowledge
- Proactivity
- Empathy
- Results-driven

October 2024-  
April 2025

## FOE AT KNIGHT FRANK INDIA

**Location:** Peninsula Corporat Park ( lower Parel)

**Role:** Front Office Executive at tower, Ensured seamless floor operations, maintained a safe and organized environment, and provided exceptional support to customers and staff. Coordinated daily activities, managed inventory, and implemented process improvements to drive efficiency.

**Project:**

- Peninsula Chambers

## OTHER INFORMATION

•**Date of Birth:**

10th January 2003

•**Sex:**

FEMALE

•**Marital Status:**

UNMARRIED

•**Nationality:**

INDIAN

April 2025- Till  
Date

## GRE AT MEXTECH GROUP

**Location:** THANE

**Role:** A motivated Guest Relationship Executive with hands-on experience in administration and HR functions. Skilled in managing guest relations, coordinating administrative operations, and supporting HR activities such as recruitment, employee coordination, and record management. Known for strong communication skills, multitasking abilities, and maintaining a professional and organized work environment.

**Project:**

- MIRAYA REALTY