

# Chirag Dhanjibhai Jungi

Juribag Street No 8, Porbandar, Gujarat  
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To leverage my hardworking nature, honesty, and ambition in a dynamic organization that fosters learning and growth allowing me to contribute my skills while continually expanding my knowledge.  
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## **Education**

- **Bachelor of Computer Application**  
Bhakta Kavi Narsinh Mehta University, Junagadh  
Year: 2017- 2021  
Percentage: 70.11 %

## **Work History**

### ❖ **Hotel Express Residency, Jamnagar**

#### ➤ **Front Office assistant || December 2023 to Current**

- Welcomed guests upon arrival and provided assistance with check-in and checkout procedures and maintaining records in CMS(IDS NEXT)
- Responded to guest inquiries and concern promptly and maintaining customer satisfaction
- Maintained a neat and organized front desk area
- Collaborated with other hotel departments to ensure smooth operation and guest satisfaction.
- Assisting with payment transaction and ensuring the overall smooth operation of the front desk area.

### ❖ **Globus Export, Porbandar**

#### ➤ **Back Office assistant || February 2023 to August 2023**

- Maintained daily records of foreign currency prices, Sensex, crude oil, gold, egg and rice.
- Monitored and updated container status online and maintaining accurate records in excel.
- Conducted email correspondence with suppliers and buyers using Microsoft outlook.
- Managed daily accounts using excel, ensuring accuracy and compliance
- Handled bank transaction such as cheque deposits, RTGS and NEFT transfers.
- Prepared debit notes using excel, maintaining financial records.

❖ **Shree Porbandar Samast Kharva Samaj, Porbandar**

➤ **Front Office Assistant || January 2016 to January 2023**

- Maintained inward and outward registers
- Organized and coordinated community related events and meetings.
- Managed records related to scholarship, education, engagement and marriage.
- Build connection with other organization for collaboration and support.
- Filled online for Government scheme such as RTE, Government Job etc.
- Managed daily accounts and handled bank transaction such as cheque deposits, RTGS and NEFT transfers.
- Monitored office stock.

❖ **PR Tours and Travels, Porbandar**

➤ **Travel Advisor || January 2014 to December 2015**

- Conducting through consultations with clients to understand their travel preferences, budget and any specific requirements.
- Providing advice on various destinations including local attraction, dining options and travel regulations.
- Assisting clients in managing their travel budget effectively by offering cost saving tips, negotiating deals and maximizing value for money.
- Providing guidance for application process.
- Staying informed about current travel trends, attraction.
- Promoting travel package, special deals and promotional offer to attract new clients through marketing strategies.

**Skills**

- |                         |                        |
|-------------------------|------------------------|
| ▪ Multitasking          | ▪ Financial Management |
| ▪ Customer Services     | ▪ Event coordination   |
| ▪ Front desk operations | ▪ Problem solving      |
| ▪ Record keeping        | ▪ Sales and Marketing  |

**Computer Knowledge**

- |                                |                        |
|--------------------------------|------------------------|
| ▪ General Computer Proficiency | ▪ Microsoft office     |
| ▪ CMS(IDS NEXT)                | (Word, Excel, Outlook, |
| ▪ Online Platforms             | PowerPoint)            |
| ▪ Corel draw                   | ▪ Tally ERP 9          |

Yours Faithfully  
Chirag Dhanjibhai Jungi