**RESUMÉ**

**Jay Nagesh Tulaskar**

Arambol

Pernem – Goa

Contact 7030869525

Email jaitulaskar7@gmail.com

Dear Sir/Ma’am,

I would like to take this opportunity to apply for the respected post. My experience and skills aligns well as I have worked as a front office associate and would make a valuable addition to your team.

I am extremely passionate about the work in this profession and would be ecstatic to share my skills and experience with your exceptional team, I appreciate your time and consideration and look forward to speaking with you soon.

Thanking you for taking this opportunity to review my application.

Yours Sincerely,

Jay Nagesh Tulaskar

P.S. Please find the next pages for my work and educational experience.

**PROFESSIONAL EXPERIENCE**

1. **SINQ HOSPITALITY - Candolim, Goa** 
   1. **SINQ PRIVE**

Designation: Senior Front office associate (17th December 2020 to Present)

* Welcoming guests and assigning them their rooms
* Attending to Customer queries, complaints
* Coordinating with other departments when needed
* Accommodating special requests from guests when possible
* Assisting guests with for reservations
* Process Guest check-ins and check-outs
* Answering to guest calls
* Getting guests feedbacks and building customer relationships
* Preparing the required daily reports
* Handling cash/ card sales
* Handling petty cash

**SINQ PARTY HOTEL**

Designation: Front office associate (1st December, 2016 to 30th June 2018)

**2. Reliance SMSL Limited – Dodamarg**

Designation : JIO point assistant manager (27th July 2020 Till 12th November 2020)

* Handling JIO store
* Maintaining daily sales and cash records
* Sharing knowledge of JIO products with customers (Mobile, Sim Cards, routers, etc.)
* Maintaining Daily inventory
* Handling Sales
* Handling petty cash
* Attending customers over the calls

**Educational Qualifications:** Bachelors of commerce

**Computer Skills:** working Knowledge of; MS Office, Renzo, Lucid, IDS.

COMPLETED MS-CIT WITH FIRST CLASS.

COMPLETED TALLY ERP9 WITH SECOND CLASS.

**Personal Information:**

* D.O.B : 8th February 1996
* Languages Known: English, Hindi, Konkani and Marathi