

Paresh Sandeep Malkar

2/2'Shivtekdi,

Shobha Shetye chawl,

Jogeshwari(E),Mumbai 60.

Email:pareshmalkar12@gmail.com



Contact No:- 8879257802

Objectives:

Seeking a position in the organization where in my skills, Optimistic attitude and effective dealing abilities give way for the benefits of the organization.

Educational Qualification:

- Completed Graduation in Hotel Management From Dr.D.Y. Patil school of Hospitality and Tourism studies with First Class IN 2018
- Passed HSC from Ismail Yusuf College, Jogeshwari (East) in 2015.
- Passed SSC from Dosibai Jijibhoy High school, Jogeshwari (East) in 2013.

Industrial Exposure:

From 16<sup>th</sup> May to 23<sup>rd</sup> Oct 2016 completed training successfully from Vivanta by Taj-President, Worked in front office, food and beverage, food production and housekeeping during my industrial exposure and also got appreciation certification from Housekeeping department of the hotel for my hardwork.

Area Of Interest: Front Office

Experience:

- Worked in OYO property from June 2018 till September 2019 as Front Office Executive.
- Worked in Sea Princess Hotel from Oct 2019 to March 2020.
- Worked in Hotel Vits Mumbai From June 2020 till September 2021
- Worked in Jai Kisan from September 2021 till November 2021 as a Travel Desk and Admin Executive (Corporate Sector).

- 1) Handling Customer Quarries
- 2) Taking Outbound and Inbound Calls and Solve them
- 3) Handling Customer issues and solve them
- 4) Taking check-in and check-out
- 5) Handling the payments of a customer
- 6) Night Auditing
- 7) Resolve Customer Quarries and give good service
- 8) Handling Lower Staff and brief them about the work process
- 9) Solving the problem of a customer on call and on face to face
- 10) Communicate with the customer about their stay and for the service

Hobbies:

- Playing Cricket
- Watching Movies
- Listening To music

Personal Information:

Fathers Name: Sandeep Malkar

Date of Birth: 12<sup>th</sup> july 1997

Gender: Male

Language Known: English,Hindi,Marathi

Strengths: Hardworking, Helping Nature

Declaration:

I here by declared that the above facts stand and facts are true to the best of my knowledge and believe.

Yours Sincerely,

Paresh Sandeep Malkar