

Paresh Sandeep Malkar

2/2'Shivtekdi,

Shobha Shetye chawl,

Jogeshwari(E),Mumbai 60.

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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