



Aishwarya Sanjay Sapte

❖ Personal details:

Date Of Birth: 11 August 2001

Nationality : Indian

Gender : Female

Marital Status : Single

Mobile No 9146212606

Email ID : aishwaryasapte4@gmail.com

Languages : English, Marathi and Hindi.

Permanent Address : At post, Kosumb, Ramwadi,

Tal- Sangmeshwar Dist- Ratnagiri

❖ Career Objectives:

To work in a challenging environment, which upgrades my knowledge, improves my skill and provides a room to give out my best to the organization.

❖ Summary:

- Excellent public relations skills, ability to work independently or in a team.
- As a passionate HM student with a strong focus on Front Office operations, I have demonstrated proficiency in managing guest services, check-in/check-out procedures, room assignments, and payment processing.
- I am dedicated to providing excellent customer service, utilizing communication skills, and contributing to a positive guest experience.
- I am eager to apply my academic knowledge and practical experience to enhance efficiency and guest satisfaction in a dynamic hospitality setting.

❖ Qualifications:

Standard	School/University	Year Of Passing	Percentage / Grade
SSC	S.S.M Kosumb	2017	73%
HSC	ASP College Devrukh	2019	64%
Bsc Hospitalities Studies	Sahyadri College of Hotel Management & Tourism	2022	A / 8.9

❖ **Work experience:**

❖ **ITC FORTUNE VAPI:-**

Working in ITC fortune vapi from 25th April.

Regenta Place Verka Amritsar:

As of January 1, 2023, I am working as an Associate at Regenta Place Verka, Amritsar. My responsibilities include managing check-in and check-out processes, assigning rooms, issuing keys, delivering mail and messages, and handling guest payments and bills.

The Fern Seaside Luxurious Tent Resort, Diu:

Working as G.S.A in The Fern Seaside Luxurious Tent Resort, Diu from June 2022 -to December 2022.

Role :Administering check-in and check-outs. Assigning rooms and issuing keys. Delivering mail and messages. Processing guest payments and managing bills.

Skills:

- Communication
- Multitasking
- Technical skill
- Initiative and problem solving

Hobbies

- Dance

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Thanks,

Aishwarya Sanjay Sapte