



SHUBHAM MATEKAR



CONTACT

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OBJECTIVE

Seeking a challenging position in the field where I can utilize my skills to contribute to the success of the organisation.



EXPERIENCE

Sayaji hotel bhopal

18/7/21 - 18/10/21

Industrial trainee

I had great learning experience in all four department during my training time. how to work in hospitality industry & how to communicate with the guest & also guest handling.

Pride Hotel Bhopal

23-01-2024 - 23-07-2024

On The Job Trainee

- Greeted and welcomed all hotel guests with a smile.
- Welcomed patrons to front desk and engaged in friendly way with the guest.
- Collaborated with maintenance and housekeeping to ensure satisfactory guest services.
- Answered telephones and greeted visitors to assist, answer questions and Handling all the internal and external calls,and complaints.
- Throughout my Training i have learnt so many things,i was shadow of my associates where i have learnt below things.
- Forecasting and Budgeting.
- Check-in and Check-out.
- Customer Handling.
- Complaint Handling.



SKILLS

- 1.communication
 - 2 Problem solving
 - 3.Good listener
 - 4.Punctuality
 - 5.Courteous&Helpful
 - 6.Guest services
 - 7.Interpersonal
 - 8.Positive attitude
 - 9.Customer service
- 1.Power point
 - 2.Word
 - 3.Excel



LANGUAGES

- 1.Hindi
- 2.English



EDUCATION

Vishvatek institute/Makhanlal chaturvedi University

2023-2024

PGDCA
62%

Bakatullah University

2019-2022

BBA in Hotel Management
61.1%

Govt.Higher secondary school Dunawa

2019

12th
81.3

- Govt.Higher Secondary school
2017
10th
61%
- Vaishnavi Group of Institutions, Bhopal
2024-2026
Master of Business Administration
Pursuing

INTERESTS

- 1.hospitaliy
- 2.Exploring
- 3.Cricket
- 4.Reading
- Marketing