



# 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