

**Career Objective**

**Personal Details**

**Skills**

**Work Experience**

**UDASI**

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To secure a position which would enable me to broaden my current skills & challenge my professional abilities such as Management & Leadership Skills.

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Visa Details: Husband Sponsored Visa

Driving License: Automatic Light Motor Vehicle.

Hobbies: Travelling, Playing Carom, Badminton, Reading News.

* **Computer skills**: **DCA** (Diploma in Computer Application), **MS-Office**
* **MS-CIT** (Maharashtra State- Certificate of Information Technology
* **All Hospitality & Laundry software’s** including Micros, Respak, Dyne, OPERA PropertyManagement System(PMS) by Oracle, Happy Laundry.
* Strong communication &Interpersonal skills.
* Basic **Tally ERP 9** & **Accounting** Skills.
* Excellent Telephone etiquettes.
* Excelled in Telesales**, Admin & Personal Assistant/ Secretarial** Work.
* **Ad/ Boucher Designing, Mass Marketing**.
* **Recruiting Talent**, including screening candidate as an interviewer, following up till thedate of joining.
* **Training staff**. (work ethics, body language, attitude, service etiquettes & gestures)
* Problem solving skills.
* Ability to “think out of the box”*&*always **open to new ideas** and concepts.
* Team Leading skills and Confident in my areas of interest

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| **ORGANISATION** | **POSITION** | **PERIOD** |
|  |  |  |
| Arabian Apex Laundry, | Sales Team Leader / | November 2017 to Till |
| Dubai | Coordinator | Date |
|  |  |  |
| Springtime Club Indigo LLP | Restaurant Manager | August2016 To June 2017 |
| Kalyan(W), India |  |  |
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| JW Marriott Marquis Hotel, | Restaurant Supervisor | April 2015 To July 2016 |
| Dubai |  |  |
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| Intercontinental Hotel, Abu | Guest Service Associate | June 2012 To March |
| Dhabi |  | 2015 |
|  |  |  |
| Oberoi Hotel, Mumbai, India | Room service order | June 2011 To May 2012 |
|  | taker |  |
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**Job Responsibilities**

**Education**

**Achievements**

**Trainings**

* Managing a team of 25 members.
* Inventory management - forecasting, ordering, controlling &maintaining the par stocks.
* Conducting/ Screening interviews.
* Providing trainings to newly hired team members as well as the existing team.
* Attending EXECUTIVE COMMITTEE MEETINGS.
* Relayed relevant information to the whole team during line up (briefing).
* Attentive to guest/ Customer complaints, request or inquiries.
* Tracking cash & sales record.
* Maintaining the paper works, trainings and work allocation.
* Maintaining the records of attendance sheet, training sheets, store requisitions, monthly staff communication meetings, guest comments cards, complain records.



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| **Qualification** | **Name of Institute /Board** | **Year of** | **Percentage** |
|  |  | **Passing** |  |
|  |  |  |  |
| *TYBSC* | *Rizvi College of Hotel* | *2010-2011* | *63%* |
|  | *Management (Mumbai* |  |  |
|  | *University)INDIA* |  |  |
|  |  |  |  |
| *SYBSC* | *Rizvi College of Hotel* | *2009-10* | *61.10%* |
|  | *Management* |  |  |
|  |  |  |  |
| *FYBSC* | *Rizvi College of Hotel* | *2008-09* | *67.33%* |
|  | *Management* |  |  |
|  |  |  |  |
| *HSC* | *Jai Hind College Maharashtra,* | *2007-08* | *69.67%* |
|  | *INDIA* |  |  |
|  |  |  |  |

* Certificate of Participation Treasure hunt in digging hidden secrets of JW Marriott Marquis.
* Nominee for best employee of the month in November, 2015(Standing Ovation)
* Certificate of highest up selling in the month of November, 2015 in JW Marriott Marquis.
* Certificate of appreciation for helping in Banquets during the whole month of Ramadan.
* High note from Director of food and beverage for exceeding expectation of guest.
* Appreciation certificate in Hospitality 2010
* Certificate of certified of Hospitality Educator (CHE) Workshop.
	+ **HACCP** Certified (Hazard Analysis Critical Control Point), Dubai.
	+ Elementary **First Aid**, Fire Prevention and **Fire Fighting**.
	+ Personal **Survival Technique**, Personal **Safety and Social Responsibility**.
	+ **STCW**-Standards of Training, Certification and Watch keeping for Seafarers.
	+ INDOS Certificate, **STSDD** - Security Training for seafarers with designated Duty
	+ All above trainings are approved & **certified by DG shipping** (*Directorate General)*
	+ 6 Months **industrial training** exposure in VITS Hotel, Andheri, India.