# Untitled-1RESUME

Nilesh

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**Application for the Post of Customer Service, Facility coordinator. Or Office Administrator**

# *OBJECTIVE:*

# A dynamic professional with 3 years’ experience in operations, hospitality and Facilities. An efficient planner in creating and implementing effective processes, introducing cost saving methods and ensuring compliance to achieve an Organizations obligations and objectives.

***STRENGTHS***

* A track record that demonstrates efficient organizational skills, self-motivation and the initiative to achieve both personal and corporate goals
* A Proactive, hardworking and committed team player
* Accustomed to working in fast paced environments with the ability to think quickly and successfully handle demanding situations
* Multi-tasking responsibilities with accuracy and patience

# *EDUCATIONAL QUALIFICATION:*

* B.A., Certification in Business Administration in year 2012.
* B.H.S Bachelors in Hospitality Science. Affiliated to Mangalore University completed in year 2011.

***COMPUTER PROFICIENCY:***

***DIPLOMA IN COMPUTER APPLICATION:***

* Office: (Word, Excel, Power Point, Internet, Paint brush, Word pad).
* Tally ERP9 ( Accounting purpose )

***WORK EXPERIENCE***

## *MANGALORE AS A FACILITY COORDINATOR*

***Key Objectives of Job:***

* Reporting to Banquet Manager.
* Daily proactive maintenance of conference rooms, i.e. equipment, security and all other aspects of office services
* Particular emphasis to Customer conference area.
* Conference rooms maintain in to high standards, proactive checks and timely reactive responses
* On stand for faults to AV equipment’s.
* Responding to calls from guest for facility help conference room support for meeting teams.
* Reporting all facility faults to maintenance departments.
* Supporting to for all issues i.e. Network, Phones and other user problems.
* Responsible for the repair and fast return of projectors, liaising with our services contact with maintenance team.
* Reporting any facility improvements if needed.
* Working closely with housekeeping teams to maintain a clean and tidy hotel.
* Air-conditioning control temperatures monitor and report if faults (set at ambient temperature of 23 degrees) when requires.
* Reporting technical and general repairs around the hotel.
* Escorting guests/contractors visiting the hotel for routine maintenance.
* Assisting project manager with internal office projects

***FLOORZ BUILDING MATERIALS AND TRADING COMPANY MANGALORE – as office in charge (Part Time).***

***Job Description:***

* Effective co-ordination with other branches
* Sales co-ordination.
* Efficient handling of administration job.
* Typing data’s to daily materials sales and purchase of products
* Client servicing: attending them, solving their queries, adhering to their suggestions. Attending their complaints, providing quotation.
* Maintaining all the confidential correspondence of various departments.
* Submitting sales report monthly wise, book wise regularly to managements.
* Effective financial advice to customers.
* Demo of new products to the market.
* Maintaining technical department.
* Delivering goods or products upon request.

***PERSONAL DETAILS*:**

Date of birth : 23rd July 1990

Marital Status : Single

Nationality : Indian

Religion : Roman Catholic

Languages known : English, Hindi, Konkani, Kannada, Tulu

***PASSPORT DETAILS*:**

**Place of Issue :** Bangalore

**Visa Status :** Visit visa

***I hereby declare that all the above particulars furnished by me are true to the best of my knowledge.***