



# MOHINI JADHAV

Guest Relation Executive

## Summary statement

Hardworking and diligent Guest Relations Executive adept at greeting guests. Adept at maintaining frequent and open contact with guests for optional benefit friendly, and reliable with excellent oral and written communication skills. Practiced multitasker and problem-solving abilities.

## Work Experience

2024

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2025

### Nirvana by Nirman greens

Guest Relations Executive

- I am Currently working with Nirvana project by Nirman Greens.
- Handling inquiries via phone, email, and in-person, providing information about properties, and addressing concern.
- Building and maintaining relationships with clients to ensure satisfaction and encourage repeat business.
- Gathering client feedback to improve services and enhance the overall customer experience.

2023

-

2024

### Property Pistol

Pre Sales Executive

- Interacting to customers and explain about project detail.
- Addressing inquiries promptly, understand guest concerns and maintained detailed records of guest interactions, preferences and feedback.
- Managing Pre-sales and pitching technical proposals to clients.

## Education

### Bachelor of Science

Ramkrishna More

Currently Pursuing.

### HSC

Tarabai Shankarlal Mutha Clg

2019 - 2020

## Skills

Guest Service

Detail-driven

Excellent interpersonal and communication skills

Team Player

## Language

Marathi, Hindi - Native  
English