

RESUME

Name : **Mhalaskar Pravin Khandu**
Contact No. : 9762909863
Email id : mhalaskarpravin55@gmail.com
Permanent Add : At-Post-Nane,
Taluka-Maval, Dist -Pune - 410405

EDUCATION DETAILS

SR NO	EXAM	BOARD	YEAR OF PASSING	MARKS
1	S.S.C.	Pune	Mar - 2012	72.40 %
2	MS-CIT	Pune	Jul - 2012	91.00 %
3	H.S.C.	Pune	Feb - 2014	45.69 %
4	HOTEL MANAGEMENT	Pune	Apr - 2016	60.44 %

PERSONAL TRIATS:

- Team Management
- Time Management
- Soft Spoken
- Patience
- Leadership

PERSONAL DETAILS:

Name : Mhalaskar Pravin Khandu
Date of birth : 01/05/1996
Gender : Male
Marital status : Married
Nationality : Indian
Religion ; Hindu / Maratha
Languages known : Marathi , Hindi , English
Hobbies : Travelling , Music

WORK EXPERIENCE:

- 2 Months work in “**CORTYARD MARRIOTT**” At Chakan Pune as a “**Trainee**”
- 6 Months worked in “**THE GATEWAY HOTEL**” At Hinjewadi as a “**GSA**”
- 1 Year worked in “**RATNA RESORTS**” At Kamshet as a “**Asst Manager**”
- 1 Year worked in “**OYO FLAGSHIP LONAVALA**” as a “**GUEST RELATION EXECUTIVE**”
- 2 Years worked in “**K2V2 Technology (Beyondwalls)**” as a ‘**GUEST RELATION EXECUTIVE**’
- 2 Year completed in “**Kohinoor Group Developer**” as a “**GUEST RELATION EXECUTIVE**”

Job Descriptions :-

"Trainee", "CORTYARD MARRIOTT Chakan , Pune

- **Completed 2 months training at COURTYARD MARRIOTT Chakan, Pune**
- > F&Bservice
- > Banquets Management

"GSA", THE GATEWAY HOTEL, Hinjewadi Pune

- **Work there as a GUEST SERVICE ASSOCIATE for 6 Months**
- > F&B Service
- > Banquets Setup and service

Ast Manager, RATNAA RESORT, Kamshet

- **Completed 1 Year in RATNAA RESORT Kamshet, Lonavala as a ASSISTANT MANAGER**
- > Handling all the front office work
- > Manage F&B, HK, FO, Kitchenstaff
- > Daily briefing and making duty roasters for all employees

Guest Relation Executive, "OYO FLAGSHIP LONAVALA"

- **Completed 1 Year in OYO FLAGSHIP LONAVALA as a GUEST RELATION EXECUTIVE**
- > Running all the hotels Operation includes Check-in and Check-out process
- > Managing Houskeping and Kitchen staff
- > Handling Guests complaints and resolving

Guest Relation Executive, BEYONDWALLS, Baner Pune

- **completed 2 years with BEYONDWALLS Real estate company as a GUEST RELATION EXECUTIVE**
- > Explaining Project information to clients and channel partners
- > Explain sample flat to clients
- > Vendor Management
- > Basic CRM work

Guest Relation Executive, KOHINOOR GROUP, Pune

- **Working with Kohinoor Group as a GUEST RELATION EXECUTIVE from 1 Year**
- > Fill client information form in SalesForce software
- > Vendor Management
- > Manage Admin & HK department
- > Maintain Grocery and Stationary stock
- > Handling PettyCash

DECLARATION:

I hereby declare that all statements made by me in the application are true, complete and correct to the best of my knowledge and belief.

Date : ____/____/20____

Place : _____

MHALASKAR PRAVIN KHANDU