

# Yash Saraswat

Front Office & Sales Professional



## Personal details



Yash Saraswat



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126-A Vishwakarma Nagar 2  
302015 Jaipur

## Soft Skills

Communication Skills ●●●●●

Problem solving ●●●●●

Leadership ●●●●●

Handling customer queries and issues ●●●●●

Critical Thinking ●●●●●

## Skills

Ms Excel ●●●●●

Ms Word ●●●●●

Opera Cloud Software ●●●●●

## Profile

Dedicated and customer-focused hospitality professional with a proactive approach to enhancing guest experiences. Leverages strong communication skills to build rapport with clients and ensure their needs are met efficiently. Passionate about continuous learning and development within the hospitality sector, with a keen interest in emerging trends and technologies that elevate service standards.

## Education

### Bachelor of Commerce

2018 - 2021

Jaipur National University, Jaipur

### Diploma In Hotel Management

2022 - 2023

IHM, Jaipur

## Employment

### Sales Coordinator

Dec 2023 - Present

Hotel - The Lalit, Jaipur

Coordinated with clients and internal teams to organize events and group bookings. Supported the sales team with lead management, prepared proposals, and maintained client relationships to maximize revenue opportunities.

### Front Office Associate

Jul 2023 - Dec 2023

Hotel - The Lalit, Jaipur

Handled guest check-ins and check-outs, managed reservations, and provided information about hotel services. Ensured a welcoming environment and addressed guest inquiries to maintain high levels of customer satisfaction.

### Seller Account Manager

Oct 2021 - Jul 2022

Amazon SPN, Jaipur

Managed seller accounts by providing operational support, resolving account issues, and advising on business growth strategies. Assisted sellers with cataloging, listing, and compliance, and analyzed performance metrics to help optimize their presence on Amazon's marketplace.

## Freelancing gigs

### Freelance Event Coordinator

- Collaborated with leading event and wedding planning companies such as Tie The Knot, The Wedding Fort, and Event Corner to deliver seamless weddings and special events23.
- Assisted with concept design, vendor sourcing, budget management, and on-the-day coordination, ensuring every detail matched the client's vision
- Supported event teams in venue selection, guest management, and logistics, contributing to memorable, well-organized celebrations23