

# JANHAVEE BELVALKAR

## CONTACT

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## SKILLS

- Field data collection
- Well organised
- Motivational team player
- Self-motivated
- Attention to detail
- Problem solving
- Communication skills
- Staff development
- Time management
- Project management
- Resouece management
- Environmental problems analysis
- Environmental assessment

## PROFESSIONAL SUMMARY

Recently completed Cambridge international A- levels with a strong passion for environmental sciences and self-motivated mindset. Experienced designing and managing self-directed year long projects focusing around the area of waste management thus requiring skills such as data collections, analysis , time management, writing research papers and any subsidiary work required by the task. Hardworking, motivated and disciplined seeking for experience in the real world to sharpen my skills, gain knowledge and experience.

## WORK HISTORY

**Housekeeping Coordinator**, 09/2018 to 03/2020

**Oliver King** - Alresford, Hampshire

- Communicated repair needs to maintenance staff.
- Trained and mentored all new personnel to maximise quality of service and performance.
- Worked closely with the housekeeping manager at the school to evaluate employee performance and developed improvement plans, maximising team efficiency.
- Cleaned guest rooms and changed linen according to company specifications, ensuring that each room was in compliance with standard set-up.
- Welcomed guests, answered questions and anticipated guests' service needs.
- Implemented consistently high standards of cleanliness for improved customer satisfaction.

## EDUCATION

**CIE A Levels** : Environmental Studies And Sciences , 06/2020

**Brockwood Park School** - Alresford, Hampshire

Year long self-directed project in the stream of waste management

The aim of the project was to explore the relationship between the economic strength of a place and the waste management practices available there. It involved collection of primary data from recycling centres, surveys and more. The final project also included building a biogas model for a school kitchen and a research paper of my analysis.

Extra coursework in journalism, woodwork, humanities, spanish and examination coursework a in chemistry, geography and environmental studies.