



TRISHALA VINAY SARWANKAR

KATEMANIVALI, KALYAN (E) –

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HIGH LIGHTS

- Skilled with telephone inquiries
- Proficient people person and team training
- Maintains professional demeanor
- Multi-Tasker
- Excels at conflict resolution
- Knowledgeable and friendly
- Self-starter
- Team player and leader
- Hospitality Background

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PERSONAL DETAILS

Date of Birth: - 14th October 1991

Marital Status: - Single

LANGUAGES KNOWN

- English, Hindi, Marathi, Malayalam & Tamil

LANGUAGES KNOWN TO WRITE

- English, Hindi & Marathi

LEISURE INTEREST

- Drawing, Crafting, Cooking, Dancing, Reading E-Novels, Playing Guitar, listening to Music and Playing PS3.

WORK EXPERIENCE

Working with Cushman And Wakefield at Tata Serein Housing Project, Thane as GRE from 6th June 2022 till date

- Snagging and De-snagging on site project.
- Maintaining Relation with the entire society residents
- Maintaining daily reports
- Reporting defects or snags everyday on property round
- Escorting Guest and Flat handover process.
- Guest welcoming, testimonial videos, pictures, gift hand over and over all feedback of flat handover process.

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- Worked with **Inox Leisure Ltd** as GRE (Guest Relationship Executive) from 26th September 2018 to 11th June 2022. (Current location:- Galleria Mall at Palm Beach Navi Mumbai, Maharashtra.)

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- Worked with **Fortune Park Lakecity by ITC**. (Thane, Maharashtra)
Designation: Sales Executive
Date of Joining: 4th May 2017 to September 2017

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- Worked with **Goldfinch Hotel** (MIDC Andheri, Mumbai, Maharashtra)
Designation: Sales Executive
Date of Joining: 1st March 2016 to February 2017

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- Worked with **Hometel Hotel Sarovar** (Malad, Mumbai, Maharashtra)
Designation: Sales Executive
Date of Joining: 1st October 2015 to February 2016
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Job Description as Sales Executive For All Above Experiences:

- Identifying business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
 - Sells products by establishing contact and developing relationships with prospects; recommending solutions.
 - Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
 - Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
 - Preparing reports by collecting, analyzing, and summarizing information.
 - Maintains quality service by establishing and enforcing organization standards.
 - Maintains professional and technical knowledge by attending Exhibition and exploring new area and opportunities for business.
 - Contributes to team effort by accomplishing related results as needed.
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- Worked with **Country Inns & Suites by Carlson** (Ghansoli, Navi Mumbai, Maharashtra)
Designation: Trainee Banquet Coordinator
Date of Joining: 3rd June 2014 to October 2014
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Job Description:

- Meet group coordinator/host(ess) prior to functions, make introductions, and ensure that all arrangements are agreeable.
 - Read and analyze banquet event order in order to gather guest information, determine proper set up, timeline, specific guest needs, buffets, action stations, etc.
 - Respond to and try to fulfill any special banquet event arrangements. Follow up on special banquet event arrangements to ensure compliance.
 - Ensure uniform and personal appearance is clean and professional, maintain confidentiality of proprietary information, and protect company assets.
 - Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation.
 - Answer telephones using appropriate etiquette.
 - Support team to reach common goals.
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AREA OF INTEREST

- Building Relationship with Clients and Management
- Floor Operations

NAME OF INSTITUTE

Imperial Institute of Hotel & Tourism Management.

EDUCATIONAL QUALIFICATION

QUALIFICATION	UNIVERSITY/BOARD	YEAR OF PASSING	STATUS
TY Bsc.	IMPERIAL INSTITUTE OF HOTEL & TOURISM MANAGEMENT	2020-2022	F.Y. (A Grade) S.Y. (A Grade) T.Y. (A Grade)
1 st YEAR & 2 nd YEAR DIPLOMA	MAHARASHTRA STATE BOARD VOCATIONAL EDUCATION	2013-15	F.Y. 82% S.Y. 66.67%
S.S.C	MUMBAI	2007-08	PASSED

REFERENCE :**DATE :****SIGNATURE:**