



# Roshini KALAWILA

## EDUCATION

### Bachelor of Business Administration in Hospitality Management with specialization in Entrepreneurship

Les Roches Global Hospitality Education

Jan 2017 – Present

Crans-Montana, Switzerland

- ♦ Anticipated graduation date: October 2020

### Cambridge GCE Advanced Level

The British School in Colombo

Sep 2011 – Jun 2016

Colombo, Sri Lanka

## WORK EXPERIENCE

### Event Sales Trainee

Hyatt Regency Dubai & Galleria

Mar 2019 – Sep 2019

Dubai, U.A.E.

- ♦ Responding to international and local Group requests for proposals
- ♦ Preparing and detailing Group contracts
- ♦ Banquet operations service support
- ♦ Sales & Marketing Administration including maintenance of payroll attendances, answering departmental calls and updating daily reports

### Operations Trainee – F&B Hostess

Grand Hyatt Dubai

Jan 2018 – Jul 2018

Dubai, U.A.E.

- ♦ Opening and closing shifts (*breakfast, lunch & dinner*)
- ♦ Learning coach for newly hired hostesses
- ♦ Intermediating communication between restaurant management, guests and other departments
- ♦ Managing daily reservations and monthly hostess item inventory

## EXTRA CURRICULARS

Les Roches Global Hospitality Education (Crans-Montana, Switzerland)

- ♦ **Wine Club**  
*Feb 2020 – Present*  
A weekly club dedicated to learning & tasting wines from around the globe
- ♦ **Culinary Club – Service Team**  
*Feb 2020 – Present*  
A student-run team that manages the service operations of the Culinary Club special events, such as themed weekend brunches and a Gala Dinner
- ♦ **Audi FIS Ski World Cup – Banquet**  
*Feb 2020*  
Part of the service team that managed a 350 pax plated lunch banquet
- ♦ **Future of Hospitality Summit – F&B**  
*Sep 2019 – Oct 2019*  
Coffee break in-charge and dinner operation support in a student-run networking event for industry professionals and future hospitality leaders
- ♦ **Cultural Night – Kitchen Team**  
*Sep 2017 – Nov 2017*  
Part of a 5-persons team which prepared authentic Indian cuisines for a 1,000 pax bi-annual school social event that celebrates cultural diversity

The British School in Colombo (Colombo, Sri Lanka)

- ♦ **Netball Team**  
*Sep 2011 – Feb 2016*  
Versatile team member able to play three different positions; Wing Attack, Wing Defense and Goal Defense

References can be provided upon request

I am a well-driven, graduating professional seeking the right opportunity to utilise and refine my hospitality skills through a Management Training Program in the Food & Beverage department beginning July 2020



Randogne, Switzerland



+41 76 294 80 06



roshini.kalawila@lesroches.ch



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Filipino-Sri Lankan



12 Dec 1998

## LANGUAGE SKILLS

English, Tagalog (Philippines)  
*Native Proficiency*

Sinhala (Sri Lanka)  
*Full Working Proficiency*

French  
*Elementary Proficiency*

## IT SKILLS

MS Office  
*Word, Excel, PowerPoint, Outlook, Publisher*

Micros

ReserveOut  
*Restaurant reservation system*

OPERA, OASYS, Birchstreet

Envision  
*Hyatt Events & Sales platform*

Cvent, HPN Global  
*Global event management platforms*

Windows, Mac OS

## INTERESTS

Foreign T.V. Series

Fiction novels

Amateur photography

Travelling