# EDUCATION



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

Roshini KALAWILA

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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

**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**