**SUPRIYA MHATRE**



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To carve a niche for myself in the industry and to add value to the organizational development in a competitive environment by contributing my knowledge and skills effectively and efficiently, hence achieving organization goals and in return to learn and develop from the knowledge achieved.



***Professional Forte***

* A competent professional with over 6 years of qualitative & enriching experience in the hospitality industry.
* Adherence to SOP, Ensuring Service Standards and Operational policies
* Day to day supervisory of patient feeding services, leading the team and play a part in ensuring that staff and facilities are compliant in all aspects of training, H&S and client audits requirements.



***Educational Credentials***

* Bachelors in Hotel and Tourism Management, India- May'2008



***Career Path***

|  |  |  |
| --- | --- | --- |
| **DURATION** | **DESIGNATION** | **ORGANISATION** |
| June’2010 | **Catering Supervisor** | Breach Candy Hospital Trust |
| May’2009 – May 2010 | Receptionist | Confisys Solutions Pvt. Ltd |



***Accountabilities***

**As a Catering Supervisor – Breach Candy Hospital Trust**

* To ensure all Catering Assistants are wearing the correct uniforms and these are of a good condition.
* To abide by all health and safety and food safety regulations.
* To monitor and report back to your line manager any issues relating to staff, food safety and health and safety.
* To follow Breach Candy Hospital’s environmental policy and enforce it.
* To ensure that the section you are responsible for is maintained including correct rotation of stock, staff levels monitored, and all paperwork involved in the safe running of your section is completed.
* To ensure that all documentation concerning food safety and health and safety is up to date and monitored.
* Recommend measures for improving work procedures and worker performance to increase service quality and enhance job safety.
* To be fully aware of all facilities, exhibits and special patient needs that are ongoing or taking place within Breach Candy Hospital.
* To maintain a professional standard of time keeping as required by the needs of the business.
* To ensure all equipment within your use is kept in good working order, it is well maintained and ensuring it is safe.

As a **Receptionist at Confisys Solutions Pvt. Ltd**

* Handling Inbound & outbound calls.
* Handling all the HR activities like TDS filling, making S. Tax, VAT Tax etc;
* Client handling, sending mails to clients.
* Handling all incoming & outgoing couriers.



***Industrial trainings***

* Industrial Exposure Training from The Retreat Hotel,Madh,Malad, Mumbai.- 26 weeks in 2006

***Supplementary Skills***

* Proficient in Windows based applications such as; Microsoft Office; Word, Excel, PowerPoint, Project, Vision, Outlook and Internet Explorer

**References Available Upon Request**