

Address:
Panvel, Navi Mumbai

Ashwini Tambe

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Work Experience :

- 1. Front Desk Administration Executive in Seven Group (India) Company** Navi Mumbai (Feb-2021 to July 2021) .
 - Responsible for greeting visitors and delivering exceptional customer service assistance.
 - Addressing visitor questions and needs, providing an overall welcoming environment.
 - Responsible for making daily add job posting on HR Admin portal.
 - Responsible for answering calls of jobseekers, clients and maintaining records .
 - Making daily appointments and developing schedules.
 - Responsible for doing paperwork and maintaining a professional image.
 - Administrative support and managing queries of employees.
 - Responsible for managing office stock ,preparing regular reports of expenses and office budgets.
 - Organizing social gathering for employees as per occasion.
- 2. Cafe Operator in Apollo Hospitals (Cafe Inn) Navi Mumbai (Oct 2019 – March 2020)**
 - Ensuring that the needs of the customers are fulfilled.
 - Maintaining the standard and quality of the services provided.
 - Managing the billing procedures.
 - Maintaining healthy relationship with customers.
 - Making sure the cleaning is done before the daily operations start.
 - Ensuring that the machines such as coffee machine or tea machine are working fine.
 - Responsible for making different dishes as per the menu.

Qualification:

B.sc Hospitality Studies (2016-2019).

- Regal College of Hotel Management and Tourism, Chiplun.
- CGPA: 8.14

HSC Science(12th) passed with 54.15 % from Maharashtra Board (2016)

SSC (10th) passed with 81.20 % from Maharashtra Board (2014)

Internships:

- Intern at **The Orchid Hotel Mumbai** Dec 2017-May 2018 .In This period I have worked in departments like **food production, F & B service and housekeeping.**

Achievements:

- Participated in **Menu Card Design competition & Dessert Making competition.**
- Participated in **Junior Pizza Maker competition organized by Domino's Pizza.**
- Selected as a **Cultural Head:** Successfully managed **"Theme Dinner "(The Food Joy of Bengal) Event 2021.**
- Passed MS – CIT (**Maharashtra State Certificate in Information System**) Exam with **First Class.**

Technical Skills:

- Zoom Application
- AnyDesk
- MS office (Excel, Word, Power Point)

Non-Technical Skills:

- Effective Communication (written & verbal)
- Flexible
- Collaborative
- Team player
- Enthusiastic

Interest & Hobbies:

- Cooking
- Playing badminton
- Planting

Personal Details:

- Date of Birth: July 14,1998.
- Languages Known: English, Hindi, Marathi.