

Curriculum-Vitae



Mrs. Aarti Pandirkar

Personal Details

C4- 103

Aai Niwas

Garden Villa

Saket Complex

Thane- (West) 4000601

Email:aartikelshikar@ymail.com

Mobile: 9619522546

Personal Particulars

Date of Birth : 14.11.1987

Sex : Female

Nationality : Indian

Religion : Hindu

Martial status : Married

Languages Known : English, Hindi, Marathi, & German.

Height : 158cm

Work Experience

1) Worked as an Industrial Trainee for 6 months at Le Royal Meridian,
Mumbai (2006)

Successfully completed training in core departments - Front Office, Food & Beverage,
Kitchen, House- Keeping, Sales & Marketing

2) Worked at Taj Blue Diamond, Pune as an Hotel Operations
Management Trainee (HOMT) (2008-2009)

- Worked as receptionist- Handling Check-in, Check-out, Cashiering, Guest Relations
- Handling Guest Service Centre & Business Centre

3) Worked as Asst Manager –Front Office at Taj Exotica- Goa (2009-2011).

- Handling the reception desk, cashiering, check-in, check-out, guest relations
- Handling the Guest Service Centre
- Handling the Business Centre
- Maintaining Reports for Front Office, Conducting Briefings
- Efficient at Guest complaint handling
- Night Audit and Related Reports
- Handling Duty Manager Responsibility efficiently

4) Worked as Duty Manager at Vivanta by Taj President, Mumbai (2011-2013)

- Imparting trainings, conducting staff briefings.
- Managing Hotel Lobby

- Efficient at Guest complaint handling
- Night Audit and Related Reports
- Handling Duty Manager Responsibility efficiently

5) Worked as Duty Manager – Front Office at The LaLiT, Mumbai (2013-2015)

6) Worked as Duty Manager – Front Office at The Leela, Mumbai (Feb 2015 – Dec 2016)

7) Currently working as Assistant Professor at D. Y Patil School of Hospitality & Tourism Studies.

(Subjects taught : B.Sc- Front Office, Culinary Studies- Event Management, Communication Skills & M.Sc – International Tourism Studies)

(January 2016- Till date)

Academic Qualification

1).2003- Completed S.S.C from Mary Immaculate Girls High School (First Class)

2). 2003-2005- Completed H.S.C from M.L Dahanukar
College of Commerce (First Class)

Professional Qualification

2005-2008 – Completed Hotel Management from IHM, Mumbai (First Class).

Strengths

- Able to balance and prioritize multiple tasks
- Having good planning and problem solving skills
- Confident & Consistent
- Blog Writer
- Tutorial videos on academics

Achievements

- Certificate for ‘Grooming & Appearance’ from National Finishing Academy (2008)
- Certificate of Achievement for Dance Competition & Fashion Show Taj Blue Diamond, Pune (2008-2009)
- Certified First Aider from Life Line Institute of First Aid & Emergency Medicine.

Reference

- 1) Mr. Imit Arora -General Manager -The Lalit, Delhi.
- 2) Mr. Vipin Singhal – General Manager – The Lalit, Srinagar
- 3) Ms. Kavita Shah- Executive House Keeper – Vivanta By Taj President, Mumbai
- 4) Mr. Vasant Chalke- H.R Manager Taj Mahal Palace and Towers, Mumbai

Declaration

I hereby declare that the above given information is true to the best of my knowledge.

Date:

Sign: _____

(Aarti Pandirkar)