

Rashmi Kale

E-mail: rashmib2703@gmail.com

Contact: +91 9665985305

Summary

Excellent ability to solve guest-related and personnel issues in a practical & creative way .

Skills

Customer service, Food service, Communication skills, Computer literacy, Time management, Guest services.

Educational Qualification

Qualification	University/Board	Yr. of Passing	Per./Grade
Hotel Management & Catering Technology (MSIHMCT)	Savitribai Phule Pune University Pune, Maharashtra.	07/2022	8.20 CGPA
Bachelor of Arts	Yashwantrao Chavan Maharashtra Open University Nashik, Maharashtra.	06/2016	65%
HSC (Animal Science & Dairy Technology)	Shri Shivaji Junior College Akot, Maharashtra.	07/2011	57%
SSC	Shri Shivaji High School Akot, Maharashtra.	06/2009	77%

Professional Skills

- MS-CIT Certified
- Proficient in MS Office (Word, Excel, PowerPoint)
- Internet Browsing and Email Communication

Languages: Fluent in Marathi, Hindi, and English

Certificates: Udaan - A Launchpad for Entrepreneurship, Certificate for new normal in Housekeeping, Entrepreneurship Development, Planning Careers in the Digital age & After Covid-19.

Additional Qualifications

Familiar with using AI tools like ChatGPT for content creation, documentation, and task automation

Work Experience

1. Sales Coordinator – Pride Hotel, Pune

Duration: September 2022 – September 2024

Location: Pune, Maharashtra

Responsibilities:

- Coordinated sales operations and supported the sales team
- Managed client communications and event inquiries
- Maintained reports, documents, and booking records
- Ensured smooth inter-departmental communication for guest satisfaction

2. Administrative Executive – Get Your Vendor

Duration: November 2024 - June 2025

Location: Pune, Maharashtra

Responsibilities:

- Performed daily clerical and admin duties
- Managed vendor data, reports, and follow-ups
- Provided backend support to marketing and coordination teams
- Maintained data entry and document organization

Strengths

- Responsible and organized
- Quick learner and tech-savvy
- Strong communication and interpersonal abilities
- Adaptable and effective under pressure

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge. I request the concerned authorities to provide me with the opportunity to prove the best of myself and serve your esteemed organization.

I shall ever be thankful and grateful to you.

Date: / /

Place:

Rashmi B. Kale