

Pradnya Chavan

Mumbai

chavanpradnya001@gmail.com

09619865691

Work Experience

Process Coordinator

Innovative Ideals & Services (I) Ltd - Mumbai, Maharashtra

May 2021 to Present

Knowledge of making Google forms, handling petty cash, drafting a mail, clients management, knowledge of making Google sheet, Google spreadsheet, tracking details, customer service, making execution, making invoices, internet surfing, knowledge of excel, word, PowerPoint, office internal and external calls management

ASSISTANT

ANUBHAV VACATIONS (BACK OFFICE)

January 2020 to 2021

"COURTYARD BY MARRIOT" AS A FRONT OFFICE ASSOCIATE AND BACK OFFICE ASSOCIATE

COURTYARD BY MARRIOT

January 2016 to August 2016

"THE TAJ LANDS END" AS AN INDUSTRIAL TRAINEE

THE TAJ LANDS END

June 2015 to September 2015

AN INDUSTRIAL TRAINEE

"THE ORCHID HOTEL"

October 2014 to 2015

Education

Bachelor's in Physiology, sociology

University of Mumbai - Mumbai, Maharashtra

April 2017 to November 2020

DIPLOMA IN HOTEL MANAGEMEN in HOTEL MANAGEMEN

IHM

April 2013 to April 2015

Skills / IT Skills

- GOVERNMENT CERTIFICATE IN COMPUTER TYPING COURSE (GCC-TBC) MARATHI 30WPM.

ENGLISH 30WPM & 40 WPM.
BASIC KNOWLEDGE OF MS OFFICE, MS WORD, POWERPOINT, MS EXCEL.

- Microsoft office, excel, Google sheet, FMS, handelling petty cash, drafting mail, maintaining data, contacting clients and vendor, internet surfing, tracking all reports