

TANMAY BHARDWAJ

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CAREER SUMMARY

Passionate, enthusiastic and adaptive individual with two highly qualified professional management degrees in Hospitality -Hotel & tourism and event management. Having strong social & leadership working skills as well as positive colloquial attitude. Seeking for the growth in my career in a high-level professional environment to make use of my interpersonal & training skills and achieve goals of service & product based companies that focuses on the customer satisfaction and for better experience.

PROFESSIONAL EXPERIENCE

ETHNUS

20/09/2021

(Freelance) Soft Skills Trainer

- Present

Roles & Responsibilities-

1. Conduct soft skills and english grammar sessions in "VIT Chennai & VIT Vellore campus" for (B.Tech, M.Tech, Commerce, Arts for all years of students.
2. Creating & conducting assessments, test, quizzes to improve the performance of students.
3. Curriculum design for the assessment as well as for the classes.
4. Handling students queries and doubts.
5. activities planning to boost up the performance & productivity for all the students

Amerigo Softwares Pvt Ltd.

20/03/2021

(Freelance) Soft Skills Trainer

- 10-08-

Roles & Responsibilities-

2021

Curriculum designing & coordinating with Training & Placement cell.

Providing counseling sessions to all the students on different portals (zoom, MS Teams, Google meet).

Handling recruitment activities, company follow-up, feedbacks, assessment conduction for students performance increasing.

Providing trainings for Communication, personality development, organisational behaviour, resume & cover letter writing, GD & PI's, interview preparations and on other relevant soft skills training topics etc.

Handling operations & administration roles and responsibilities like (Mailing, drafting, client on call attendance report sheets etc.

EDUCATION HISTORY

Vivekananda Global University

2020

Post Graduate in (Event Management & Public Relations) Honours

4/4 GPA (81%) A+ Distinction

Suresh Gyan Vihar University

2018

Graduate in (Hotel Management & Catering Technology) Honours

3.7/4 GPA (80%) A+ Distinction

INTERNSHIP & TRAININGS

Event Coordinator

Triumph Through Training

(01/01/2019- 03/03/2019)

Duties & Responsibilities:-

Data & Research management.

Marketing, Promotion & Sponsorship work handling.

Handling back-end functionalities such as operations handling, mailing, draft making, calling, feedback & customer queries handling.

Customer relationship building, hospitality management handling.

Dealing with food & beverage department and it's requirements

Industrial Trainee

Hotel Clark's Amer (All Departments)

(01/01/2017- 06/06/2017)

Duties & Responsibilities:-

Front office Department

- a. Handling check in-outs.
- b. Allocating rooms & billing management.
- c. Welcoming guest's & Making MIS reports.
- d. Making travel arrangements, booking flights, Hotel, accomodation & aminities arrangements.
- e. assisting to senior member of the organisation.

Housekeeping Department

- a. Supervision in Housekeeping and making room clearance handling.
- b. Maintenance of all amenities & updating room status.
- c. Luggage handlings, guests request & queries.
- d. Allocating duties to junior staff & conduct briefing.
- e. Checking Housekeeping machines and making reports of daily assigning duties.

Food Production (kitchen) and Food & Beverage service.

- a. Preparing meals as per the orders.
- b. Handling KOT's BOT's to provide the orders.
- c. Handling order Management on calls & providing assistance to senior chef's.
- c. F & B register maintenance & billing Management.
- d. Cost controlling & stock management handling.
- e. Prepare the ala-carte table-d- hot menu's
- f. Prepare breakfast meals such as (Woffles & omelette).

Human Resource Department

- a. Handling calls and back office.
- b. Documents & data handling of new & old employees.
- c. Handling recruitment activities, company follow-up, feedback etc
- d. Training & development assistance.
- e. Planning activities and organising events.

ORGANISATIONAL SKILLS

Training & Development Planning & Organising Resilience Handling Stakeholder Management

Analytical Skills Teamwork & Collaboration Problem Solver Time Management Critical thinking

Communication

STRENGTHS

Positive Attitude

Active listening

Goal & Result Oriented

Decision Making

Strong Work Ethics

Stress Tolerance

Discipline

Dedication

TECHNICAL SKILLS

Ms Word

Ms Excel

Ms PowerPoint

Ms Teams

Outlook

HONOURS & AWARDS

Awarded as a best "Student of the year" by National academy of Event Management & Development (College) affiliated by Vivekananda Global University in 2019

Awarded as a best industrial trainee for "Housekeeping Department & Human Resource Department" by Hotel Clark's Amer in 2017.

Appreciated as a best front office trainee by "Hotel Marriott" jaipur in 2015.

Awarded as a "best district player by U19 cricket association of kota in 2010.

CURRICULUM ACTIVITIES

Participated in "Innovation for the World" 20-23 February 2016 "Thermocol carving" competition at Vivekananda Global University.

Participated in "Limca book of world record" in 2015 and made veg moussaka (783.56) kg at Suresh Gyan Vihar University

Participated in "Limca book of world record" in 2014 and made veg au-gratin (560.248) kg at Suresh Gyan Vihar University.

CONFERENCES AND SEMINARS

"Solid waste management- challenges and opportunities"

Participated in confrence organised by PHD chamber of commerce an industry for "Solid waste management- challanges and opportunities" in 2019.

"Sexual harrasment of women at workplace preventions"

Participated in confrence organised by PHD chamber of commerce and industry for "Sexual harrasment of women at workplace" to keep them safe and making policies against of it.

"Resurgent Rajasthan"- Business partnership summit

Participated as a volunteer "Resurgent Rajasthan" state biggest corporate event held in rajasthan to develop business strategies and infrastructure building etc.