

# Pradnya Chavan

Mumbai

[chavanpradnya001@gmail.com](mailto:chavanpradnya001@gmail.com)

09619865691

## Work Experience

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### **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 MARRIOTT" AS A FRONT OFFICE ASSOCIATE AND BACK OFFICE ASSOCIATE**

COURTYARD BY MARRIOTT

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

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### **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

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- 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