**CURRICULUM - VITAE**

**NAME**: **MR. SANJAY L.GAWDE**

Flat no 604 Blue Crest Bldg.

Plot no 93 sector 6,

Karanjade Panvel

Mumbai- 410206.

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* **Contact** **no**: +91-9769839379

**CAREER OBJECTIVE**

Seeking a challenging position in Organization where my skills and knowledge can be best utilized and where I can turn my knowledge and skill into value in becoming an asset for the company.

**Work Experience**

* **Company Name** : **OYO ROOMS.**

**Period of Service**: 11th Sep 2019 till date.

**Designation : Kitchen Supervisor**

**Organization Profile:**  Oyo Rooms, also known as Oyo Homes & Hotels, is an Indian hotel chain. It is the world's third-largest and fastest-growing hospitality chain of leased and franchised hotels, homes and living spaces. Founded in 2013 by Ritesh Agarwal, OYO initially consisted mainly of budget hotels.

**Key Responsibilities:**

* Supervises and coordinates activities of food preparation, kitchen, pantry, and storeroom personnel and purchases or requisitions foodstuffs and kitchen supplies: Plans or participates in planning menus, preparing and apportioning foods, and utilizing food surpluses and leftovers.
* Specifies number of servings to be made from any vegetable, meat, beverage, and dessert to control portion costs.
* Supervises non-cooking personnel, such as KITCHEN HELPER, to ensure cleanliness of kitchen and equipment.
* Supervises COOK and tastes, smells, and observes food to ensure conformance with recipes and appearance standards.
* Supervises workers engaged in inventory, storage, and distribution of foodstuffs and supplies.
* Trains new workers.
* Meet with professional staff, customers, or client group to resolve menu inconsistencies or to plan menus for special occasions.
* Assist dietitian to plan, change, test, and standardize recipes to increase number of servings prepared.
* **Company Name** : **The Deccan Odessey / TUTC ]**

**Period of Service**: 1st April 2017 to 26th Aug 2019

**Designation : Senior Executive**

**Organization Profile:**  The Deccan Odessey is a luxury train owned by MTDC, managed by Cox and Kings Pvt ltd. We have each trip of week long duration. The guests board the train from Mumbai for the tours according the itineraries. Seven major itineraries covering all the major tourists’ destination all over India, respectively.

**Key Responsibilities:**

* Welcoming the guest in a traditional Indian way at the train Station.
* Escorting the guest to their respective coach and then to the respective cabins.
* Giving a tour of the train and briefing the guest about the amenities and facilities available while on-board.
* Making sure guest has a pleasant and memorable time while on the trip.
* Co-coordinating with the tour guide to make sure the guest have a memorable time during the outdoor visits to tourist destinations.
* The guest should have a proper meals while on-board and on outdoor visits.
* The cabins should be cleaned while the guest has gone out for outdoor visits.
* Making necessary arrangement for guests while they are on outdoor visits.
* Giving a fond farewell to the guest.
* **Company Name** : **TUTC(The Ultimate Travelling Camp)**

**Period of Service**: 30th October 2016 till date

**Designation : Senior Executive**

**Organization Profile:**  The TUTC is a luxury campsites managed by Cox and Kings Pvt ltd at various locations such as Leh ladakh (Thicksey and Nubra valley), Kohima, Nagaland, Hampi, Dudhwa.

**Key Responsibilities:**

* Airport pick-up and drop from the campsites.
* Welcoming the guest in a traditional way at the camp according to the campsite destination.
* Escorting the guest to their respective tents
* Giving a tour of the campsites and briefing the guest about the amenities and facilities available on the campsites.
* Making sure guest has a pleasant and memorable time while at the campsites
* Co-coordinating with the tour guide to make sure the guest have a memorable time during the outdoor visits to tourist destinations.
* The guest should have a proper meals while at the camps
* The tents should be cleaned while the guest has gone out for outdoor visits.
* Making necessary arrangement for guests while they are on outdoor visits.
* Giving a fond farewell to the guest.
* **Company Name** : **WNS Global Service Pvt. Ltd [British Airways (BA) ]**

**Period of Service**: 01 April 2014 to 21 July 2015.

**Designation**: Associate & MIS Executive.

**Project** : British Airways (Coupon Matching Or Error Handling)

**Organization Profile:** WNS is a diversified, multinational conglomerate engaged in the business of Hospitality, Travel & tourism, Herbal products, Banking, Insurance, and Financial Services & Information Technology.

**The Coupon Matching is the department of British Airways which does revenue recovery and is the end process of PRA (Passenger Revenue Accounting).**

**Department deals with usages like Exchanges, Refunds, Travel, Inward and Unreported Sale.**

**The main job of Coupon Matching team is to match the unmatched usage from the Own database and OA database.**

**Key Responsibilities:**

* Working on Amadeus
* Investigate of Utilization & Reconciliation of unmatched usages of Unreported Sale.
* Investigate discrepancy Tickets As per There usages For Revenue Accounting
* If usages Prove Raised Bill For particular Agent through Application called OLAS.
* Raised JV (Journal Voucher) For Cash Payment.
* Raised UCCCF (Universal Credit Card Charge Form) For Card Payment.
* Working on BSP (Billing & Settlement Plan) & ARC (Airlines Reporting Corporation) Link.
* Sending Queries to the Customer on daily basis
* Co-coordinating with Quality Assurance Manger in relation of Internal & External Audits.
* Receiving mails from the customers and replying the same.
* MIS reporting by using MS Excel at Operational and Client level.
* Maintain Non Money & Money data in daily basis by using MS Excel.
* To get accurate count of Non Money & Money data by using Pivot Table
* Monthly cross check of Money Recovery data with Client’s Money Recovery data by using V-Lookup to find any kind of Money discrepancy.
* Make Monthly Final Report send to client by mails.
* Extensive usage of MS Excel (Aggregate function, V-Lookup, Pivot table)
* Handling Responsibilities to perform 100% Quality of the Monthly production.
* Discuss & Solving Queries With Client through Email.
* Used Amadeus For Monthly Credit Listing.
* Handling monthly BA client Audit.

**Additional Activities for operations:**

* Attended various training in WNS arranged by Learning and Training academy like, Team Building, Communication Skills and basic of excel.
* Allocation of work to the staff
* Sending Queries to the Customer on daily basis.
* Receiving mails from the customers and replying the same.
* Preparing Team Reports on weekly basis.
* Conducting Team Meetings.
* Preparing Agenda & Minutes of the Meetings.

**Achievements & Strengths:**

* Ability to adapt and apply new technologies.
* Highly motivated and self starter.
* Have successfully performed the role of online, Quality Assurer as well as helping the performance to its best potential.

**Company Name** : **ACCELYA KALE [ SV SALES (IO) & KQ UPFILT DEPT ]**

**Period of Service**: 21stMay 2012 to 31st March 2014

**Grade:** Back office Executive

**Job Profile : 1 Year Experience in SV Sales & Currently in KQ Uplift.**

**Systems presently working on:**

**REVERA** – A Complete Passenger Revenue Accounting package developed by

**Kale Consultants Ltd.**

**WORKED WITH SV (SAUDI ARABIAN) SALES DEPT**

* Tallied TSR With Revera as per Doc and Amt Received in TSR.
* Prepare BO File to send vendor for Scanning.
* Manual Tkt Entry & Capturing , Error Solving and QC
* Tally and Prepare Excel for GSA (General Sales Agent).
* Any Other Jobs assigned by the Department Head.

**WORKING WITH KQ (KENYA AIRLINES) UPLIFT DEPT**

* Flight Wise Reconciliation
* Loading of Amadeus Lift Data File.
* Manual Tkt Entry & Capturing missing document , Error Solving and QC
* Use of Revera for Tkt Processing.
* Working on Amadeus & BO For Finding Missing document details of passenger whose Etkt status is still in “ O “ Status.
* Any Other Jobs assigned by the Department Head.
* **Company Name** : **SUPREME INFRASTRUCTURE [ ACCOUNT DEPT ]**
* **Period of Service**: 06stMay 2010 to 10 Oct 2010
* **Grade** : Accountant Assistant

**Academic Education Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM** | **YEAR** | **BOARD** | **COLLEGE** | **CLASS** |
| H.S.C SCIENCE | 2005 | Mahrashtra Board | Mahalaxmi Vidya mandir Jr, College  Vikhroli(W) | 2nd Class |
| S.S.C | 2002 | Mahrashtra Board | Sarswati Vidya Mandir  Ghatkopar(w) | 2nd Class |

**Computer Proficiency**

1. **Platform / Operating Systems** : WINDOWS 98/2002/XP
2. **Database** : MS Power-Point, MS Excel, MS Word, Kingsoft Spreadsheet
3. **Web Skills:** Internet & E-Mail.
4. Good Knowledge of Shortcut Key over window and Excel, V-Lookup, H-Lookup & Pivot Table.
5. Good tying speed of 30 w.p.m in Alpha & Numeric

**Personal Details**

**Name :** Sanjay L.Gawde.

**Father Name :** Laxman S. Gawde**.**

**Date of Birth :** 08 October 1986

**Marital Status :** Married

**Gender :** Male

**Language Proficiency :** English, Hindi & Marathi

**Hobbies :** Playing Cricket, Cooking, Listening to Soft Music and Traveling

**Nationality :** Indian

**Place: Mumbai**

**Date:**

**DECLARATION**

I confirm that the information provided by me is true to the best of my knowledge and belief.

**(SANJAY L. GAWDE)**