



# JAYSHREE RAVAL

## RECEPTIONIST / HOST

### CONTACT DETAILS

 AL Karama, Dubai, UAE.

 +971 55 359 9620

 [rameshshree1221@gmail.com](mailto:rameshshree1221@gmail.com)

### SKILLS

- Appointment setting.
- Phone etiquette.
- Customer service.
- Inventory management.
- Microsoft Excel & MS Office.
- Data entry.
- Sales

Highly dedicated with proven communication, travel planning, and email management skills. Seeking a position as an administrative assistant to leverage organizational and research skills to support internal and external communication.

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### WORK EXPERIENCE

**Sales Manager & Cashier - Bhukkad Café - Dubai, UAE.**

Sep. 2020 – July. 2022

- Call Appointments And Seating's
- Sales of merchandise and restaurant sales
- All Rounder With Staff Management
- Receiving Goods And food Stock order As Per inventory
- Making drinks At Barista and coffee

**Guest Relationship Executive - Tanatan Mumbai, INDIA.**

Apr. 2019 – May. 2020

- Welcoming guest
  - Taking appointment's
  - Follow-up's and confirmations
  - Feedback and complaint handling
  - Making guest comfortable and happy by service
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# JAYSHREE RAVAL

## OFFICE ADMIN / RECEPTIONIST

### EDUCATION

**Senior Secondary School –  
Mumbai University – 2014**

**Higher Secondary , Mumbai  
University - 2012**

### LANGUAGES

English : Professional

Hindi : Fluent

Gujrati : Native

**Order Taker - The Bandra Project by Pizza  
Express, Mumbai, INDIA.**

June. 2017 – Apr. 2019

- Suggestive selling on call and order taking following by company scripts
- Complaint handling on call and morning, closing
- Delivery order checking

**Sr. Stewardess - Hotel City Palace, Mumbai, INDIA.**

Jan. 2016 – June. 2017

**Platinum Training Ace - Domino's Pizza, Mumbai, INDIA.**

Jan. 2012 – Dec. 2015

- I used to train the staff and manager training
- And also operations.

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### ACHIEVEMENTS

EMPLOYEE OF THE MONTH:-

- The Bandra project by pizza Express.
  - Certificate of excellence at the Bandra project.
  - Best wow award at Domino's pizza.
  - Recognition of valuable contribution to OER performance.
  - Certificate of appreciation for MTD training audit.
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