

ROLL NUMBER: P25703054

Ketan Milind Patil

Male

DOB

28-Oct-2002

TECHNICAL SKILLS

- Python
- Ms Office
- Ms Project
- Canva
- Trello
-

PERMANENT ADDRESS

 A3 902 MANTRA MONARCH, PATIL
 WASTI, PATIL NAGAR, BALEWADI,
 PUNE

City: Pune

State: Maharashtra

Pincode: 411045

LANGUAGE

- English
- Hindi
- Marathi

INTERESTS

- Traveling and Exploring
- Listening to Music
- Watching Movies
- Cooking

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	NA	2027
Graduation	INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION, PORVORIM, GOA	64.59	2023-May
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, SHIRPUR, MAHARASHTRA	77.23	2020-Mar
High School	CENTRAL BOARD OF SECONDARY EDUCATION SHIRPUR, MAHARASHTRA	60.4	2018-Mar

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 54 Weeks)
Enrise By Sayaji

18-Dec-2021 - 08-Apr-2022

15 Weeks
PROFILE: Intern

- Assisted in Guest Check-In/ Check-Out, Ensuring a smooth and welcoming experience for guests.
- Handled guest inquiries and coordinated with departments to resolve service request promptly.
- Managed room reservations and maintained accurate guest records in the system.
- Coordinated with housekeeping and other departments for smooth room allocation.
- Provided personalized assistance to VIP and repeat guests to enhance their stay experience.

TIP TOP INTERNATIONAL

08-Jan-2024 - 08-Apr-2024

13 Weeks
PROFILE: On Job Trainee Front Office

- Processed check-ins, check-outs, and payments accurately while maintaining billing transparency.
- Handled guest inquiries via phone, email, and in-person, providing accurate information and solutions.
- Managed room reservations, updated booking systems, and coordinated with relevant department.
- Processed payments, issued invoices, and maintained error-free billing records.
- Supporting Front Office operations during peak hours, ensuring efficient guest flow.
- Maintained confidentiality of guest information and upheld hotel policies at all times.

Lejhro Technology

22-Oct-2024 - 25-Feb-2025

18 Weeks
PROFILE: Human Resource Associate

- Assist in posting job advertisements, screening resumes, and shortlisting candidates.
- Coordinate interviews and communicate with candidates throughout the hiring process.
- Support new hire onboarding, documentation, and induction programs.
- Maintain and update employee records in HRIS.
- Responded to employee queries and prepared HR letters & official documents.

Majestic Realities

04-May-2026 - 27-Jun-2026

7 Weeks
PROFILE: Digital Marketing Intern

- Search Engine Optimization: Assisted in planning and executing Search Engine Optimization (SEO) strategies to improve website visibility and organic traffic.
- Marketing Automation: Supported Instagram and Facebook automation processes to streamline customer interactions and improve engagement efficiency.
- CRM Management: Utilized CRM tools for lead tracking, customer database management, and relationship-building activities.
- Market Research: Conducted market research and competitor analysis to identify industry trends and support strategic marketing decisions.
- Lead Generation: Contributed to lead generation initiatives through digital channels and customer engagement campaigns.

CERTIFICATION DETAIL

- Executive Program in Human Resource Management
- KPMG Six Sigma Green Belt