

DEEPAK BODADE

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Core Competencies

Revenue Management
Result Oriented
New Concept
Development Process
Orientation
Staff Motivation &
Training Total Quality

Over 13 years of experience in the Hotel Operations and 02 years in Clothes Shop both strategic and hands on management.

Proven ability in improving operations, enhancing business growth & maximizing guest satisfaction through the achievements in time and skill management, internal controls & productivity improvements.

Knowledge of Digital Marketing, Data Analysis, cost control, inventory maintenance, safety regulations, & methods according to latest market trends and standards.

EXPERIENCE SNAPSHOT

Hotel / Business	Department	Position	Duration
COCOON HOTEL,PUNE	FRONT OFFICE	ASSISTANT FRONT OFFICE MANAGER	OCT 2020- AUG 2021
FASHION STREET STORE,AKOLA	CLOTHES STORE	BUSINESS PARTNER	APRIL 2018 - JUNE 2020
COCOON HOTEL,PUNE	FRONT OFFICE	DUTY MANAGER	MARCH 2014 - FEB 2018
GANDHARV RESIDENCY,PUNE	FRONT OFFICE	ASSISTANT MANAGER FRONT OFFICE	DEC 2010- MARCH 2014
JASNAGRA HOTEL,AKOLA	FRONT OFFICE	FRONT OFFICE EXECUTIVE	JUNE 2006- NOV 2010

EXPERIENCE CHRONOLOGY

COCOON HOTEL, PUNE (OCT 2020 - AUG 2021)

ASSISTANT FRONT OFFICE MANAGER

Profile of the company: Cocoon is a unit of Magarpatta Clubs and Resorts Pvt. Ltd, Cocoon is a business hotel with 118 Rooms, Restaurant and Conference hall. www.cocoonpune.com

Responsibility: Managing complete end to end Front Office and Administrative Operations

Highlights:

- ❖ Heading the Front Office Department along with Business Center. Active participation in developing & deploying Room strategies and growth in REVPAR.
- ❖ Responsible for making Front Office Budget, forecasting and daily sales report.
- ❖ Handling Inventory and Rates in Channel Manager, Online Travel Agents, GDS.
- ❖ Handling Corporates Contracts, negotiating, renewal of Contracts and updates contracts in PMS
- ❖ Groups such as Corporates, Marriage, shooting etc. rates negotiation and arrangements.
- ❖ Resolves guest problems quickly, efficiently, and courteously
- ❖ Manage performance issues that arise with the respective operating department, Implement and ensure adherence to the new process, procedures and standards.
- ❖ Trains, cross trains, and retrain all front office personnel.
- ❖ Participates in the selection of front office personnel.
- ❖ Schedules the front office staff.
- ❖ Supervises workload during shifts.
- ❖ Evaluates the job performance of each front office employee.
- ❖ Maintains working relationships and communicates with all departments.
- ❖ Maintains master key control.
- ❖ Verifies that accurate room status information is maintained and properly communicated.

FASHION STREET STORE, AKOLA (APRIL 2018 - JUNE 2020)

BUSINESS PARTNER

Profile of the company: Fashion Street Store was clothes store opened in Partnership

Responsibility: Business partner, Selling clothes to Retailers on wholesale Rates.

Highlights:

- ❖ Selling branded clothes on wholesale prices to Retailers.
- ❖ Online marketing, dealing with retailers, take orders from Retailers and arrange clothes from clothes manufacturers.

- ❖ Travelling to clothes manufacturing cities and dealing with them.
- ❖ Inventory management, Order management, billing etc.

COCOON HOTEL, PUNE (MARCH 2014 - FEB 2018)

ASSISTANT FRONT OFFICE MANAGER

Profile of the company: Cocoon is a unit of Magarpatta Clubs and Resorts Pvt. Ltd, Cocoon is a business hotel with 118 Rooms, Restaurant and Conference hall.

Responsibility: Worked as Duty Manager, managed complete end to end Front Office and administrative Operations

Highlights:

- ❖ Heading the Front Office Department along with Business Center. Active participation in developing & deploying Room strategies and growth in REVPAR.
- ❖ Liaise with Engineering to ensure safety Hazards in front and back of the house areas, Foster robust communication between Housekeeping, Engineering, Finance, Reservations, Sales and Food & Beverage for smooth and fruitful coordination.
- ❖ Manage performance issues that arise with the respective operating department, Implement and ensure adherence to the new process, procedures and standards.

GANDHARV RESIDENCY, PUNE (DEC 2010-MARCH 2014)

ASSISTANT FRONT OFFICE MANAGER

Profile of the company: Gandharv Residency is Three-star hotel set in the heart of Pune. Hotel has 33 Bed rooms. www.gandharv-residency.com

Responsibility: Ensuring Smooth operations and 100% Guest Satisfaction.

Highlights:

- ❖ Assisting Front Office Manager for effective cost control methods.
- ❖ Ensuring 100% guest satisfaction and employee satisfaction through training and motivating them.

JASNAGRA HOTEL, AKOLA (JUNE 2006-NOV 2010)

FRONT OFFICE EXECUTIVE

Profile of the company: Hotel Jasnagra is a well-known hotel in Akola with 42 Rooms, Restaurants, Party lawn and Banquet halls. www.hoteljasnagra.com

Responsibility: Day to day operations of the department

Highlights:

- ❖ Ensuring 100% guest satisfaction through day to day Front Office Operations
- ❖ Allotments of guest room as per their preference & guest history.
- ❖ Check-Ins, checkouts and handling cashiers counter.

ACADEMIC SUMMARY

Qualification	Institute	Year	Grade	Specialization
DEGREE IN HMCT	Tuli College of HMCT, Nagpur	2006	First Class	Front Office
DIPLOMA IN IATA-UFTAA	Affiliated to Montreal, Canada	2007	First Class	Ticketing, Tourist Packages
DIPLOMA IN IITC	IITC, Nagpur	2006	First Class	Ticketing, Packages
H.S.C	Shivaji College of Science, Akola	2002	Second Class	Maths
S.S.C	New English High School, Akola	1999	Second Class	Maths , English

CERTIFICATES

Certificate from UdeMy in SEO marketing for Hotels

Certificate from UdeMy in Machine Learning (Data Analysis) for Hotels

PERSONAL SNIPPETS

Date of Birth : 16February 1984
 Marital Status : Married
 Nationality. : Indian
 Passport No : N5469117
 Languages Known : English / Hindi / Marathi

Date:

Signature
(Deepak Bodade)