

PALATEERDHAM HYMAVATHI

70/A/2/Y, K.B.Lane, Rishra, Hooghly, West Bengal

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PROFILE

Passionate school teacher with over 8 years of experience in the educational sector and hotel industry. Love to interact with students and help to nurture young minds and fostering a love of learning through play based and structured educational activities. Excelling in creating inclusive, engaging, and safe learning environments that accommodate diverse learning styles, resulting in a 30% improvement in classroom engagement. Certified in French language and eager to bring expertise in developmental milestones to the academia.

ACADEMIC BACKGROUND

- Diploma in French (B1)** Jun 2024
Alliance Française de Bangalore
- Post Graduation Diploma in Hotel Management** Mar 2023
Madurai Kamaraj University, Madurai, India
- Bachelor of Arts (English Honours)** Sep 2019
Kalinga University, Raipur
- Higher Secondary School** Mar 2005
Titagarh Andhra Vidyalayam, Kolkata

WORK EXPERIENCE

Guest relations executive Nov 23 – Jun 24
Hunger Pangs PVT. Ltd Company, Bengaluru

- Managed a team of four servers to deliver friendly, engaging, and efficient service to customers.
- Handled day to day phone calls and management of reservation activities.
- Resolved guest queries about the cuisine
- Greeted guests, escorted them to tables, and minimised wait time.
- Update daily records in the System handling the
- Actively participated in training and management activities.

Restaurant hostess Aug – Oct 2023
Koko Gastropub Restaurant

- Create and manage the marketing budget, ensuring efficient allocation of resources and optimizing ROI.
- Oversee market research to identify emerging trends, customer needs, and competitor strategies.
- Monitor brand consistency across marketing channels and materials.

Online French Tutor (freelance) Jun 22 - May 23

- Clear students doubts and provide feedback in a friendly and trusting environment

- Assigned tasks that align with learning objectives.
- One to one and group classes schedule according to the students feasibility
- Allowed maximum participation for class discussions.

Customer Relationship Executive

2018 - 2019

Worked as a customer relationship executive in Mitsubishi Automobiles, Pune for 6 months. Handled database of staff and customers, regular calls with customers and solving their problems. Increased sales from 30% to 45% as well as ordered requiring parts for maintenance of cars.

Receptionist cum Evening tutor

2013 - 2018

Worked as a Receptionist in Narayana College, Visakhapatnam for 5 years. Managed information of overall campus, staff, incoming and out-going students, parents, visitors. Successfully handled 100 phone calls daily with no complaints during the last 5 years. Attracted students, staff, parents and visitors towards me with my interpersonal skills and with language proficiency. Managed study works in the evening sessions.

Pre-Primary & Primary School Teacher

2010-2013

Accomplished pre-primary and primary School Teacher with 3 years of experience in English, Science and Social subjects to large classes of students. Group discussions with co-teachers about the development of students and their studies in new ways with fun according to their grades. Friendly and helpful nature toward students and staff. Communication with parents concerning their children's progress. Transformed both below average and average students into best, better and top students. Within the short period increased the students' strength too. Successfully proven record of Best Teacher.

PROFESSIONAL SKILLS

- ❖ **Software skills :** Microsoft Word, Excel, Data entry, Email management, Tally.
- ❖ **Soft skills :** Effective communication, Collaboration, Problem solving, Teamwork, Interpersonal skills, Work ethic.
- ❖ **Additional Skills :** Time management, Organisational skills, Leadership, Lifelong learning

LANGUAGES KNOWN

- ❖ French (Intermediate proficiency B1 level)
- ❖ English (Full professional proficiency)
- ❖ Telugu (Full professional proficiency)
- ❖ Hindi (Full professional proficiency)
- ❖ Bengali (Full professional proficiency)

HOBBIES

- Cooking Reading
- ❖ Singing
- ❖ Travelling
- ❖ Listening to music.

Place : Bengaluru

Date : 26-06-2024

Signature