

Urvashi Jampalwar

Client Service Executive

Dynamic and detail-oriented Client Service Executive with extensive experience in administrative support and customer service. Proven ability to manage administrative operations efficiently while providing exceptional service to clients. Eager to contribute my strong organizational skills and proactive approach to a collaborative team environment. Committed to enhancing operational efficiency and ensuring a welcoming atmosphere for all stakeholders.

Contact

Phone

72763-25503

Email

ujampalwar@gmail.com

Address

Virar west.

Education

2022-2025

B.SC. in Hospitality

IIHM

2020-2022

Diploma in Hotel Operations

RPIHM

Expertise

- Client Relationship Management
- Process Improvement
- Documentation & Report Handling
- SMM- Social Media Management
- Conflict Resolution
- Google (Document, Calendar, Sheets)
- Ms office (Word, Excel, Powerpoint)
- Excellent communication & Telephone handling
- Coordination & Scheduling Administration

Language

English

Hindi

Marathi

Experience

○ 2025-2026

Seepz, Corporate.

Front office Executive, Admin

Dynamic and customer-focused professional with experience in front office operations and client relationship management. Skilled in handling client inquiries, resolving issues promptly, and ensuring a seamless service experience. Adept at coordinating administrative tasks, managing reception duties, and building strong client rapport to enhance satisfaction and loyalty. Proven ability to multitask in fast-paced environments while maintaining professionalism and attention to detail.

○ 2025

Trident Hotel, Hyderabad

Front office, F&B assosiate

Customer-oriented professional with experience in client service, front office operations, and food & beverage service. Skilled in managing guest relations, handling inquiries, and ensuring a welcoming environment. Adept at coordinating hospitality services, maintaining service standards, and building strong client rapport to enhance satisfaction and loyalty.

○ 2024-2025

The Ravenala Attitude Hotel, Mauritius

Intern

Adaptable hotel intern with international experience.

Gained a comprehensive understanding of global hospitality standards while overcoming cultural and operational challenges. Demonstrated resilience, cross-cultural communication skills, and the ability to deliver exceptional guest service in diverse, fast-paced environments.

○ 2022

Sahara Star Hotel, Mumbai

Intern

Versatile hotel intern with hands-on experience across all major departments including front office, housekeeping, food & beverage, and guest relations. Developed a strong understanding of hospitality operations, guest service standards, and teamwork in a fast-paced environment. Demonstrated adaptability, professionalism, and a commitment to delivering excellent guest experiences.