



Nakshatra Kha- datkar

Front Office Manager

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Languages

Marathi

English

Hindi

About

With a background in event management and restaurant operations, I excel in fast-paced retail settings. My expertise includes customer service, team management, and problem-solving. Proficient in Marathi, Hindi, and English, my adaptability makes me ideal for diverse retail environments.

BRANDS WORKED WITH

Blue Flare Events

Indiana's Red Velvet Restaurant

Experience

● Event Manager

Blue Flare Events | Jan 2020 - Jan 2022

Ideating the flow and theme of the event with clients. Managing logistics, finance and creative aspects of the project. Assigning roles and responsibilities based on team members' strengths and skills.

● Front Office Assistant

Indiana's Red Velvet Restaurant | Jun 2020 - Jan 2021

Managing front office with responsibilities spanning across reservations, customer feedback and accounting.. Overlooking the banquet department with responsibilities spanning across managing staff placements, time sheets, and delegating duties. 2021

Education & Training

2019 - 2023

● Queen Mary University

Bachelor of Technology,