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| **First Name of Application CV No 1639668**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> | |  | | | | |
| **ADMINISTRATIVE/FRONT OFFICE EXECUTIVE/ SALES COORDINATOR** | | | | | | |
| Highly motivated, result oriented professional with experience of around 3 years of working in diverse business environments that demand strong organizational, technical and interpersonal skills, along with the demonstrated ability in Administration, Operations and Customer Service. Ability to diplomatically resolve customer complaints and defuse tension, to ensure customer retention. Effective at collaborating with others to achieve established goals. Possess strong customer service skills, ability to interact with cross-functional departments, with a high degree of professionalism, discretion and problem resolution capabilities. | | | | | | |
|  | | | **Areas Of Expertise** | |  | |
| * ***Excellent Interpersonal Skills*** | | | * ***Communications Skills*** | | * ***Sales & Account Management*** | |
| * ***Cross-Cultural Communication*** | | | * ***Customer Service*** | | * ***Event Planning & Organizing*** | |
| * ***Self-Motivated & Target Oriented*** | | | * ***Business Development*** | | * ***Market Analysis and Study*** | |
| * ***Facility Management*** | | | * ***Customer Relations & Support*** | | * ***Vendor Development & Relations*** | |
|  | | | **Core Competencies** | |  | |
| * Key Account Management, along with Cross Cultural Communications, and team leadership. * Well, planned and organized in order to execute the job, this enables the client retention. * Willing for new task and new capacity to adapt to changing demands and conditions. * Demonstrate respect towards superior and follow their instructions effectively. * Excellent oral and written communications, with an ability to communicate and correspond effectively. * Effective leadership skills and makes a positive contribution to team projects. * Team player with excellent interpersonal skills with an ability to work under pressure. * Demonstrated management skills in supremely high-stress scenarios where failure was not an option. * Uncompromising work ethics and natural sincerity have helped create consistent performance and have won loyal support and motivation of customers, employees, partners and managers. | | | | | | |
|  | | | **Career Snap Shot** | |  | |
| April 2014 till Date | | | **Sales Coordinator,** TED Systems LLC, Dubai, U.A.E. | | | |
| Nov 2013 to Feb 2014 | | | **Marketing Executive**, Country Club, Dubai, U.A.E. | | | |
| April 2013 to Nov 2013 | | | **Front Office Executive**,Hotel Lily Sarovar Portico,India. | | | |
| Nov 2012 to Mar 2012 | | | **Office Assistant,** Times of India,India. | | | |
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|  | | | **Professional Experiences** | |  | |
| **IT Retail Sales** | | | | | **(April 2014 to June 2015 )** | |
| **TED Systems LLC (IT)** | | | | | **Dubai, U.A.E.** | |
| * I was working as a Sales coordinator, and reporting to the Group Business Head. * Responsible for the daily sales and offering IT Solutions to the Clients in Dubai. * I was doing indoor and outdoor sales. * Admin Duties and Accountant – Making Invoice, LPO & Delivery Note, Receivables job & As PRO. | | | | | | |
| **Marketing Executive** | | | | | **(Nov 2013 to Feb 2014)** | |
| **Country Club Hotel International** | | | | | **Dubai, U.A.E.** | |
| * I worked as a Marketing Executive for booking, and I was reporting to Assistant Vice President. * Front Office Duties * Giving information to the customers about the products and services provided. | | | | | | |
| **Front Office Executive** | | | | | **(April 2013 to Nov 2013)** | |
| **Hotel Lily Sarovar Portico** | | | | | **Dubai, U.A.E.** | |
| * I worked as a Front Office Executive and I was reporting to GM & Front office Manager. * Providing professional advice on the facilities in rooms, front office duties and booking. * Keep records of room availability and guest’s account. * Compute bill, collect payments and make change for guests. * Posts charges such as room, food, liquor, or telephone, to guest folio. | | | | | | |
| **Office Assistant** | | | | | **(Nov 2012 to Mar 2013)** | |
| **Times Of India** | | | | | **Dubai, U.A.E.** | |
| * I worked as Office Assistant and I was reporting to HR. * All front office duties and office work allotted by high officials | | | | | | |
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|  | | | **Qualification & Skills** | |  | |
| **Educational Qualifications** | | | | | | |
| 2011 | Diploma in Hospitality/Aviation/Travel & Tourism - Air Hostess Training, Frankfinn, India. | | | | | |
| 2011 | H.S.C from Pune University, Pune University, India. | | | | | |
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| 2009 | S.S.C from Pune University | | | | | |
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| **I.T. Skills** | | | | | | |
| **MS Office** Word, Excel, PowerPoint, Access, Outlook, Publisher and Internet Explorer, MS Windows. | | | | | | |
| **Languages Known** | | | | | | |
|  | | **Read** | | **Write** | | **Speak** |
| **English** | |  | |  | |  |
| **Hindi** | |  | |  | |  |
| **Marathi** | |  | |  | |  |
| **Interests & Hobbies** | | | | | | |
| Traveling, music, reading, socializing. | | | | | | |
| **Indian(J3472810)** | | | **Personal Details** | | **Female** | |
| |  |  | | --- | --- | | **Nationality** | : Indian | |  |  | |  |  | | **Marital Status** | : Single | |  |  | | **Gender** | : Female | | **DOB** | : 29/06/1991 | | | | | | | |