**First Name of Application CV No 1648482**

Whatsapp Mobile: +971504753686



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| **Career Objective** |

A position in an organization with major responsibilities that will effectively utilize my communication, leadership and organizational skills. To utilize my work potential in today’s business climate of increased competition and rapid technological change, contributing to the growth and objectives of the Organization.

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| **Competencies** |

I have the ability to apply appropriate skills and knowledge for the effective completion of a job or task in a variety of situations.

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| **Talence** |

* Pleasing personality having notable interpersonal skills
* Highly flexible and receptive to new ideas
* Very enthusiastic and energetic
* Good Communication skill –Both verbal and written

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| **Work Experience** |

**INFORMA Middle East: Dubai, U. A. E. April 2013 – Feb 2016**

**Conferences & Seminars**

**Designation – Customer Service Executive, Registrations Department**

**Role & Responsibilities:**

* Telephone potential list of visitors and invite them to pre-register and attend exhibitions and conferences
* Registering delegates on **SAP** and making changes
* Reconfirming and maintain a good relationship with registered delegates via phone or email
* Deal with all queries received from the registration hotline
* Ensures that delegates are updated regarding changes on events
* Distribute pre-course materials and welcome emails to delegates
* Provide assistance with any delegate inquiries such as invoices, payment, location, visa, hotel queries, etc.
* File all delegate correspondence on the central drive
* Perform any other duties commensurate with the grade and level of responsibility

**LLOYD’S LIST - IIR Middle East: Dubai, U. A. E. Jan 2011 to March 2013**

**Maritime & Shipping Publication**

**Designation – Sales & Marketing Co-ordinator**

**Role & Responsibilities:**

* Co-ordinating with sales and marketing department
* Servicing clients as per their business requirement
* Liaising with production department for client artwork and ad material
* Client database control:

Regular updation of client database and protecting details

* Administrative duties:

Answering telephones, organizing courier dispatches

Assisting the marketing team with events and conferences on site.

Maintaining Petty Cash.

**FinDoll Communications & Publications, Goa Feb 2009 to Oct 2010**

**Designation – Advertising Sales Co-ordinator**

**Role & Responsibilities:**

* Planning and scheduling of Magazine
* To ensure & co-ordinate correct information gets published on paper & website
* Corresponding and providing relevant information to customers via telephone/e-mails as well as clients on site
* Regular follow up with advertisers
* Updating contents on website on daily basis

**Homes & Estates Consultancy Services, Goa Oct 2004 to Feb 2009**

**Designation – Sales Co-ordinator**

**Role & Responsibilities**

* Arranging site viewings for clients with the owners of properties, organizing Charter of Service and final site inspection list signed.
* Finalizing a deal by presenting client offers to owners and negotiating & closing the deal.
* Follow up with owners for legal documents and forwarding the same to the lawyer’s office. With the follow-up between buyers, sellers and their lawyers till close of deal.
* Replying to E-mails, filing correspondence in respective files, updating and adding client details to the address book of walk-in clients.

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| **Educational Qualification/Scholastic Academics** |

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|  | **Name of institution**  | **Areas of Interest**  | **Board / University**  |
| **Graduation**  | St. Xavier College of Arts, Commerce and Science, Mapusa, Bardez, Goa  | Arts (Sociology & Political Science) | Goa University  |
| **H.S.S.C**  | St. Xavier Higher Secondary School, Mapusa, Bardez, Goa  | Arts (Travel & Tourism) | Goa Board |
| **S.S.C.**  | St. Mary’s Convent High School, Mapusa, Bardez, Goa | Common Subjects | Goa Board |

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| **Computer Proficiency** |

* Diploma in Computers through NSIT Institute - Goa, India
* Competent with MS-Office, Internet & E-mail.

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| **Personal Details** |

Date & Place of Birth : 17th October 1983.

Languages known : English, Hindi, Konkani,

Nationality : Indian