

Contact HR Consultant for CV No: 335452

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**Job Objective**

**T**o be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization.

**Strengths**

* **E**xcellent communication and management skills
* **M**otivated self-starter.
* **F**lexible and positive
* **O**rganized and reliable.

**Professional Experience:-**

**Hands Services WLL DOHA QATAR**

**Designation: - Marketing Executive**

**Durations: - august 2014 to 11 november 2016**

**RESPONSIBILITIES:-**

* Planning & Implementing Marketing Activities Across All Online & Offline Channels.
* Setting Up New Marking Strategies.
* Generating Sales Leads.
* Managing Customer Relationships.
* Logging And Progressing All New Leads / Potential Sales Enquiries.
* Writing New Marketing Material & Website Content.
* Assisting With Campaign Building, Press Releasing & Promotional Copy Production.
* Making Sales Calls And Handling Enquiries From Potential Customers.
* Involved In The Online, Web And Email Marketing Campaigns.
* Analyse And Produce Reports On Data Provided By Customers.
* Campaign Tracking, Measurement, Evaluation And Reporting On All Activity.
* Co-Ordinating Company Representation At Relevant Conferences And Exhibitions.
* Monitoring And Optimising Key Internet Search Engine Campaigns.
* Liaising With Strategic Partners, Internal Stakeholders And Key Customers.

**Aliya group of hotels**

**Designation: - food and beverage manager**

**Durations: - 08th August 2011 to 04th August 2014.**

**RESPONSIBILITIES:**

* **W**orked as food and beverage manager in Aliya group of hotels and was responsible for daily f&b operations and residents.
* **O**rganizing, leading and motivating the team.
* **P**lan and make effective use of time effectively. (Daily, weekly and monthly planner).
* staff control & cost control to achieve the best productivity and maintaining high standards services for guests’s satisfaction.
* **E**stablish processes and procedures to ensure the successful execution of f&b operations.
* **R**esponsibility includes preparation and control of monthly food cost, Flash report, and other reports.
* **M**enu planning, instructions to kitchen staff and central foodstuff purchasing.
* **O**verall in charge for staff accommodation and welfare.

**Hotel Fort Palace**

**Designation: - Banquet In charge**

**Durations: - 3 rd August 2010 to 28 th June 2011**.

**RESPONSIBILITIES:**

* **R**esponsible for the business performance of the banquet and analyzing and planning banquet sales levels and profitability.
* **O**rganizing and supervising the shifts of banquet staff.
* **O**rganizing marketing activities, such as promotional events and discount schemes.
* **P**reparing reports at the end of the shift/week, including staff control, food control and sales.
* **C**reating and executing plans for different kinds of functions.
* **S**etting budgets and/or agreeing them with senior management.
* **P**lanning and coordinating menus.
* **M**aintaining high standards of quality control, hygiene, and health and safety.

**Sas Hotels And Enterprises LTD**

**Designation: - Steward**

**Durations: - 01st October 2007 to 07th November 2008**.

**RESPONSIBILITIES:**

* **R**esponsible for ensuring sufficient operating guest supplies, beverage supplies and operating equipment during outlet’s operation.
* **R**esponsible for the overall sanitation and cleanliness of the outlet during the shift.
* Responsible for the proper maintenance and good working order of all equipment, furniture and fixtures in the outlet.
* **R**esponsible for consistently implementing the service standards and operating procedures in the outlet.
* **P**erforms other duties and responsibilities assigned by immediate superior, which leads to guest satisfaction and profit for the hotel.

**Education**

* B.Sc hotel management and catering science from Bharathiyar university
* Higher secondary from state board of education, kerala, India
* SSLC from Board of education, kerala, India

**IT Skills**

Working knowledge of accounting software and proficiency in MS Office with basic internet knowledge.

**Personal Details**

**D**ate of Birth : 25/11/1987

**G**ender : Male

**M**arital Status : Married

**L**anguages Known : English, Hindi, Tamil and Malayalam.

**N**ationality : Indian

I hereby declare that the above information is true to the best of my knowledge and belief.