CURRICULUM VITAE

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Niteshree

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🖂– **niteshree.345102@2freemail.com**

Work Experience – 8 years

# Career Objective

Pursue career in a progressive organization offering a conductive work environment & opportunity for permanent growth that welcomes a dynamic result oriented professional.

#  Professional Experience

* Mayfair Palm Beach Resort ,Gopalpur (India): Asst. Manager: Sales ( March 2015- Till Date)
* Mayfair Palm Beach Resort Gopalpur (India): Senior Executive: Sales (January 2012- March 2015)
* Hotel Presidency, Bhubaneswar (India): 3\* Hotel: Executive: Sales (January 2009- December 2011)

# Job description:

* To assist the Resort Manager in improving the sales of the Resort.
* To selling guestrooms, meeting space and other hotel services to corporates and individuals.
* Conducting site inspections with customers as well as soliciting and generating new business.
* To ensure that all guests’ wishes are met so far as is reasonably possible.
* Maintaining well organized documentation and reports.
* To liaise with other Departments.
* Responsible for sending proposals, negotiating contracts, pricing, credit terms, warranties and delivery date.
* To make sure that Company Policy and the Vision are followed at all times.
* To verify feedback obtained from guests and to use this to improve service and to pass on such to the resort manager.

# Academic & Technical Qualification:

* **Bachelor in Arts** from Goa University in 2008
* **Intermediate** from Goa Board of Secondary and higher secondary education, Alto-Betim, Goa, 2005.
* **High School** from Goa Board of Secondary and higher secondary education, Alto-Betim, Goa, 2003
* Diploma in computer applications.

# Personal Details

* Date Of Birth --- 2th November 1985
* Language Known --- English, Hindi, Konkani, Oriya
* Marital Status --- Unmarried
* Passport No. --- G7238462
* Nationality --- Indian
* Strength --- Good communication & interpersonal skills,Positive attitude, goal oriented, self- motivated, problem solving abilities, leadership, Qualities, team facilitator, quick learner.
* Interest & Hobbies --- Doing social work, Listening Music, Travelling

# Declaration

I do hereby certify that all the information furnished above is true to the best of my knowledge. Supporting documents will be produced as and when required