**CURICULUM VITAE**

**LIJO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WORK HISTORY** |  |  |  |
|  | **2016-2018** |  | **Sales and Marketing Manager at hotel Sheelisach Inn** |  |
|  |  |  |
|  |  | **wayanad Kerala India** |  |  |
|  |  |  |  |  |
|  |  |  Analyzed customer requirement and prepared customized |  |
|  |  |  | business proposals. |  |  |
|  |  |  Preparing sales proposals for clients. |  |  |
| **CAREER OBJECTIVE** |  |  | Creating hotel awareness through marketing campaigns. |  |
| **Looking to obtain a position in a leading** |  |  | Attending all department and hotel meetings as necessary. |  |
| **organization where I am able to apply the** |  |  | Observing the market and identifying trends. |  |  |
| **knowledge gained through my studies and** |  |  | Evaluated various hotel competitors and set pricing |  |
| **work experience. I firmly believe in** |  |  | accordingly. |  |  |
| **principle of implementing my duties with** |  | Maintained customer data base and provided updates as per |  |
| **dedication and determination. I am looking** |  |  | requirement. |  |  |
|  |  Prepared sales budget for hotel and ensured compliance to |  |
| **for good career growth opportunities** |  |  |
|  |  | the same. |  |  |
| **where my talent and knowledge could be** |  |  |  |  |
|  |  |  |  |  |
| **best subjected and utilized for the benefit** |  |  | **Sales and Marketing Manager at Silver green Holiday** |  |
| **of the organization and myself** | **2016-2017** |  |  |
|  | **Enclaves In wayanad Kerala** |  |  |
| **CONTACT** |  |  | Monitored training and development programs for all |  |
|  |  | reception and sales team. |  |  |
|  |  |  |  |  |
|  |  |  | Coordinated with marketing executive for all offers and |  |
|  |  | promotions. |  |  |
|  |  |  |  |  |
| **MAIL –** **lijo.383528@2freemail.com** |  |  Ensured optimal quality of all hotel promotional material |  |
|  |  | and achieved all objectives. |  |  |
|  |  |  |  |  |
| **PERSONAL DETAILS** |  |  | Evaluated various hotel competitors and set pricing |  |
|  |  |  | accordingly. |  |  |
| **AGE & DATE OF BIRTH** |  |  Developed and maintained effective relationships with all |  |
|  |  | corporate clients. |  |  |
|  |  |  |  |  |
| **30/22-03-1988** |  |  | Analyzed and identified new area of | business and |  |
| **RELIGION: - Christian** |  |  | prepared annual sales strategy |  |  |
|  |  |  |  |  |
| **MARITAL STATUS: - single** |  |  | **Guest relation executive at Chandys Windy wood resort** |  |
|  | **2015-2016** |  |  |
| **GENDER: - Male** |  | **In Munnar Kerala, India** |  |  |
|  |  |  |  |
|  |  |  | Performs the tasks of responding to the queries and |  |
|  |  |  |
|  |  |  | request of guests and clients |  |  |
|  |  | Handles the responsibilities of managing | guest relation |  |
|  |  |  |
|  |  |  | activities of the organization |  |  |
|  |  Coordinates with the request of guest to other departments |  |
|  |  |  |
|  |  |  | like housekeeping and pantry |  |  |
|  |  | Responds as well as solves different complaints of guest |  |
|  |  |  | Performs the tasks of attending as well as answering |  |
|  |  | incoming and outgoing call |  |  |
|  |  |  |  |  |
|  |  |  Transfers respective calls to the concerned person of the |  |
|  |  |  | departments |  |  |
|  |  |  |  |  |  |





**SKILLS**

* Multi- tasking with ability to work under pressure
* Patience ,enthusiastic with excellent administrative skills
* Admirable experience in various hotel sales activities and supervise efficient working of staff members
* Time management
* Book keeping
* Hotel Reservations and management
* Computer knowledge
* Property management system like Innfinit, Hot world, Hot soft
* Team building
* Commitment to quality and service
* Strong communication skill
* Staff motivator
* A calming presence
* Ability to handle the surprises
* Empathy
* Willingness to learn

**EDUCATION**



* Master of tourism Administration (MTA)

KLES S Nijalingappa College Rajaginager Bangalore -2014

* Bachelors of Arts (BA) English literature

|  |  |
| --- | --- |
| Henry baker college Kottayam | -2012 |

* Diploma in fire and safety engineering

|  |  |  |  |
| --- | --- | --- | --- |
| NIFE Cochin |  | -2009 |  |
| **PASSPORT DETAILS** |  |  |
|  |  |  |  |
| Date of Issue | : | 10/05/2018 |  |
| Date of Expiry | : | 09/05/2028 |  |
| Place of Issue | : | Kozhikode |  |
| **VISA DETAILS** |  |  |  |
| Date of issue | :-22/07/2018 |  |
| Date of entry | :-10/08/2018 |  |
|  |  |  |
| Type of visa | :-visiting |  |

**DECLARATION**

I hereby state that the information furnished above is true and correct to best of my knowledge and belief. In case any information found false or incorrect at any stage my candidature is liable to be cancelled.



**Place:**

Date:

**LIJO**