|  |  |
| --- | --- |
| **PERSONAL DATA**  Date of Birth : 13/12/1988  Sex : Male  Nationality : Indian  **LINGUISTIC ABILITY**  English,Hindi,Urdu | **Gulfjobseeker.com CV No:** **1343454**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php>  **CURRICULUM VITAE**  **Career Objective**  Obtain a position in Sales and Marketing sector where I can consolidate my skills in both customer service and sales while working for an organization that values growth as an individual. My strengths include maintaining the focus and discipline towards my job being proactive in identifying and solving problems.  **Educational Qualification**   * Executive MBA from Delhi institute of Management and Studies U.P (India) in 2011. * Bachelors of Science Lucknow University in 2008. * Higher Secondary passed in 2005. * Secondary School Certificate passed in 2003.   **Technical Skills**   * Certification in Financial Accounting (Tally) from Infotech Computer Education And Software Development Lucknow,U.P (India)   **Computer Proficiency**   * Office Automation : MS Office 2008 * {Word,Excel,Powerpoint,Internet} * Microsoft Outlook   **Personality Skills**   * Management. * Assigning clear areas of responsibility, delegating and prioritizing appropriately. * Creating an environment that rewards collaboration, mutual support and achievement of goals within the teams.   **Personal**   * Displaying control and flexibility in complex or stressful situation. * Getting to the heart of problems by focusing on critical information and issues.   **Communication**   * Learned to seek and accept criticism, using this in a positive manner to further build on my skills. * Understand that good communication is vital to a successful   Organization. |

**EMPLOYMENT HISTORY**

**Kotak Mahindra Old Mutual Life Insurance Lucknow India**

**Designation : Sales Executive**

**Duration : Sep 2008-June 2011**

**Responsibilities Include**

* Organizing sales visits.
* Demonstrating/presenting products.
* Attending trade exhibitions, conferences and meetings.
* Reviewing sales performance.
* Responsible to achieve monthly sales target.
* Handling Corporate Clients.
* Handling sales and service queries.
* Targeting mainly HNI clients a catering to their financial needs.

**Marriott Hotel Riyadh Saudi Arabia K.S.A**

**Designation : Front Office Agent**

**Duration : Aug, 2011 to Oct, 2014**

**Responsibilities Include**

* Greets, register, and assign rooms to guests, Issues room key to guest.
* Responsible for proper key control and other security measures. Answers telephone in absence of telephone operator. Transmits and receives telephone messages and sets up guests’ wake-up calls.
* Keep records of room availability and guests’ accounts. Operates the front office computer system. Makes photocopies if needed.
* Computer bill, collects payment, and makes change for guests. Makes and confirms reservations. Posts charges such as room, food or telephone, to guest folio. Makes restaurant, transportation, or entertainment reservations for guests. Deposits guests’ valuables in hotel safe or safe deposit box. Checks out guests and inquires about their stay. Promotes and supports Brand Voice and Brand initiatives such as Priority Clubs and Associate Programs. Actively builds awareness of the Brand to guests. Provides and ensures high-quality guest relations. Receives and resolves guest complaints in a manner consistent with company policy. Makes Manager on Duty aware of any guest complaints. Follow all company and safety and security policies and procedures.
* Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, and support team to reach common goal.

I solemnly affirm that the information furnished above is true in all respects, to the best of my knowledge.