

**Syed Arif Javed**

Sharjah,

U.A.E.

**E-mail**:syedarifjawed@gmail.com

**PROFESSIONAL SUMMARY**

**Total Experience:** 3 year 4 month

**Industry Experience:** Hotels and IT Firm

* **3 years plus** of experience in **Corporate Sales**, **Guest Interactions, Client Relationship**, **Situation Handling, Sales Promotion,**

**Customer Presentations & Product Demonstration.**

* Dynamic Sales and Marketing Executive with **accomplished career track record of selling value to customers.**
* Good understanding of **Kingdom of Saudi Arabia and India** culture and market dynamics.
* Self-motivated, strong negotiation skills, good problem solving abilities and **good communicator with a consultative sales** **style.**
* Strong business orientation, analysis/problem solving and collaboration skills
* Experience in working with **Senior Management i.e. Associate Vice President Sales & Marketing / Director of Sales.**
* Possess **excellent analytical and organizational skills**
* **Strong Communication, Listening, Presentation and Inter Personnel Skills**

**EXPERIENCE DETAILS**

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| **Sept 2013– March 2015** | **Keys Klub Hotel Parc Estique, India** |
| **Title: Sales Executive** |  |

Keys Klub Hotel Parc Estique established in 2008. We are part of Keys Group. Keys group have 14 hotels across PAN India. We are a full service 5 star boutique hotel and the first property of our upscale brand ‘’Keys Klub’’, created to serve guest who require a large bouquet of luxurious services. (Keys Klub Hotel Parc Estique Website: www.parcestique.com)

Responsibilities

1. Constantly get in touch with various corporate companies and convince them to use the hotel to hold their business conventions and to accommodate their guest.
2. Area Handling Kharadi, Mundhwa, Viman Nagar, Yerwada, Bund Garden, D.P Road, etc.
3. Handling MICE accounts.
4. Contact event management companies and convince them to use the services of the hotel to hold weddings and other residential conferences.
5. Meeting with potential clients and ensuring that the hotel gets new clients.
6. Keep a record of all the existing clients and prospective clients and contact them on a regular basis to inform them about new services or offers being given by the hotel
7. Agree upon the terms and conditions of the contract with a client and prepare the paperwork required
8. Make regular reports to the management of the hotel regarding sales details
9. Ascertaining that both the management of the hotel as well as the clients is happy with the contract.
10. Field any queries from customers and answer them satisfactorily.
11. Making DSR (Daily Sales Report) and reporting to the Director of Sales and Marketing as well as Associate Vice President Sales and Marketing.

**May 2012 – Jan 2013** **Dammam Palace Hotel (SRACO Group, Saudi Arabia)**

**Title: Sales Executive**

Dammam Palace Hotel established in 2006. We are part of SRACO Group. Dammam Palace Hotel is a leading 4 star hotel in the eastern province of Kingdom of Saudi Arabia. (Dammam Palace Hotel Website: www.dammampalacehotel.com)

Responsibilities

1. Hands on experience in sales and marketing of Hotel, visiting the corporate and presenting the products and services of the hotel, generating awareness about the hotel and generating business from corporate as well.
2. Very good knowledge of market in Saudi Arabia in cities like Dammam, Riyadh, Jubail, etc.
3. Very good at negotiating and closing the deal with clients.
4. Strong Communication, Listening, Presentation and Inter Personnel Skills
5. Team player with strong analytical and organizational abilities
6. Responsible to generate the revenue for Hotel through Room reservations , Banquets , Meeting rooms and Health club
7. Also responsible to promote the Hotel in business cities like Dammam, Jubail and Riyadh and create awareness among corporate about the hotel
8. To interact with client, know their requirement, negotiate the prices and close a very good deal for the Hotel.
9. Involved in the SWOT Analysis of Hotel with the competitive hotels to improve the Hotel business day by day.
10. Responsible to cooperate with other departments of the Hotel to satisfy the clients and customers coming to the Hotel
11. Producing sales report to meet the need of Sales Manager and keep in his knowledge the daily sales activity done to generate sales for the Hotel on daily basis

**February 2011 – April 2012** **Subha Technical Services**

**Title: Business Development Executive**

Subha Technical Services established in 2000. Subha Tech is India’s original IT Services provider. Its range of offering span Software Solutions, Hardware and Networking as well as Non IT products. (Subha Technical Services Website: www.subhatech.co.in)

Responsibilities

* 1. Hands on experience in the sales of IT as well as Non IT products of the company such as FMS (Facility Management Services), Paper counting machine, Pilney bowes, etc
	2. Involved in the sales generation and promotional aspects of IT and Non IT products of Subha Technical Services Pvt**.** Ltd
	3. Handling the telephonic enquiries and meeting the client to demonstrate the pros and cons of paper counting machine and Pilney bowes.
	4. Keep a record of all the existing clients and prospective clients and contact them on a regular basis to inform them about new services and take a valuable feedback on the product.
1. Making sales report to meet the need of Sales Manager and keep in his knowledge the daily sales activity done to generate sales on weekly basis.

**NOTABLE ATTAINMENTS**

* Received **Customer appreciation & Recognition emails** for rendering exemplary performances
* **Over achieved** the **sales targets** thrice in a year.

**Extra-Curricular Activities**

* Created an advertisement for the **College Management Program** and was awarded first prize by the **College Management** **Department**, India.

**EDUCATION**

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| **Duration** |  | **Degree/Examination** | **Institute/Board** |  |
| 2009–2011 |  | Master in Business Administration(Marketing and HR) | Jiwaji University, Gwalior |  |
| 2006-2009 |  |  | B.H.S(Bachelor in Hospitality Science) | Mangalore University, Mangalore |  |
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| **Certification /Trainings** |  |  |  |  |
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| **Year** |  |  | **Name of Certification** | **Issuing Authority** |  |  |
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| 2010 |  |  | Training in Sales promotion for 6 weeks | Tata Motor , Ranchi |  |  |
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| 2009 |  |  | Four month internship in hotel | Hotel Ashok, Patna |  |  |
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| **PERSONAL DETAILS** |  |  |  |  |
| **Date of Birth:** |  | 16th September, 1984 |  |  |  |
| **Residential Address:** | Kharadi, Pune |  |  |  |
| **Passport Status:** |  | Valid Indian Passport (K1328766) |  |  |  |
| **Marital Status:** |  | Single |  |  |  |
| **Languages:** |  | English, Hindi, Urdu, Arabic |  |  |  |

**DECLERATION**

I hereby declare that all the statements made in the above application are correct to the best of my knowledge and belief.

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| Place | : Sharjah, U.A.E | Yours Sincerely, |
| Date | : March20th,2015 | (Syed Arif Javed) |