***Abhilasha*** (971504753686 / +919979971283)

**Abhilasha.37051@2freemail.com** **(On Visit visa-)**

**Objective**

To contribute meaningfully to growth and success of the organization by undertaking challenging assignments and delivering timely results using my professional knowledge and skills.

**Experience**

**QX Recruitment process outsourcing (Jul. 14):** QX Limited is a business process outsourcing company providing finance, accounts, recruitment, payroll, IT software and corporate advisory services. Their corporate home is in Skipton, North Yorkshire with American offices in New York, and two Indian subsidiary offices in Ahmadabad and Baroda. Under the QX brand, they operate in five key business areas – accounts outsourcing, F&A outsourcing, recruitment services, and corporate advisory and software services– but a client can benefit from the services of a number of divisions. Each division provides services across different geographic areas to client that includes accountants, Businesses, healthcare providers, local government bodies and recruitment agencies. I have worked for “ICS” & “HCL” Healthcare recruitment agencies being at QX.

**ICS (Independent Clinical Services)**

|  |  |
| --- | --- |
|  | ICS is one of the UK’s leading healthcare staffing providers. Its aim, which underpins everything they do, is to be the first choice for health, life sciences and social care professionals & providers.                                              |

**Health Care Locum- AHP (Allied Health Professional)**

Since 2003, HCL Workforce Solutions has been a leading provider of temporary and permanent health and social care professionals to the public and private sectors. HCL’s dedicated Allied Health Professional & Health Science Services (AHP/HSS) division, HCL Healthcare, covering the widest possible array of professions. Working with both private employers and the NHS, it covers all modalities at various bands and grades. Recruiting healthcare professionals into locum and permanent roles is their specialty. Its opportunities for medical disciplines stretch across biomedical sciences, cardiology, dietitians, operating theatres, pharmacy, phlebotomy, radiography, sterile services and therapists including audiology, occupational therapy, physiotherapy, podiatry and speech and language therapy reach across the whole of the UK, in both the public and private sectors.

**Compliance Officer ( Jul 2014- Jan 2018)**

* *DBS*- Chase Locums for Proofs of Address & processing DBS online and tracking until completed
* *HCPC* (Registered body)- Accomplish HCPC checks original as well as Online
* *Immunization*- Attain Hep-B, Measles, Mumps, Rubella, Vericella TB reports
* *Practical Training*- Book onto compliance session for Life Support/Fire & Manual Handling
* *CV Formatting*- Formatting CV as per HCL standard
* *Reference Chasing*- Chasing for referees from candidates and get references done
* *Fit to Work Renewal*- Complete Health Questionnaire and apply for Fit to Work Certificate
* *Right to Work Renewal*- Chase for valid Passport/ Visa/Home office letter/Biometric
* *Online Training*- Create training account and assist locums to complete via calls & emails
* *Appraisal*- Complete appraisal form on phone

**MOTIF INDIA INFOTECH (Jan.14):** Motif is a customer-centric niche Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO) Company. It serves ecommerce Marketplaces, Online Retail companies, Online Travel agencies and Financial Services companies also provide customized outsourcing services including multi-channel Contact Center services via voice, email and chat.

**GOIBIBO:**

Being at Motif I have worked for Goibibo is the largest online hotel booking engine in India and also one of the leading air aggregator. It is also number one ranked mobile app under the travel category.

**Sales Executive (Jan 2014- May 2014)**

* Assist customers in choosing their destination
* Transportation
* Making travel and accommodation reservations
* Quoting holidays and converting these to bookings
* Designing and developing a tour

**TME HOTELS & RESORTS (Sep.12):** TME Hotels and Resorts is the Online and contemporary Hotel Marketing company specializing into creating online visibility, travel technology, automation of online sales, managing distribution and most importantly delivering the sales from online sources that result in additional revenues.
It is established with the objective to arm the Hotel Properties with cutting edge and ever changing distribution technology and Internet driven strategies. It simplify the procedure of online Room sales and ensuring the highest standards of professionalism & responsible interaction with you as well as your guests.

**Sales Associates cum Business Development (Sep 2012- Dec2013)**

* B2B Sales with online & offline travel agents
* Assist the Hotel Chain with effective and efficient manner through keeping an eye upon property Ranking, rates competitor hotels running with
* Coordinate with corporate clients
* Generate revenue
* Meeting sales target
* Understanding and meeting customer’s need

**VINAYAK HOLIDAYS: (Feb. 10):** Vinayak Holiday is established in Gujarat in 2012. Mr. Surendra Kumar is owner of Vinayak Holiday is providing contented services since 1998. We are handling Domestic / Inbound clients through principal agent. Dealing in Hotel, Transportation, Forex, Flight booking (domestic & international), B2B Services, Local Transportation, Local Transportation, Car Rentals, Hotel and Lodging, Full Service agency.

**Sales Executive (Feb 2010- Jul 2012)**

* Sales assistance with handling calls & emails
* Attain business volume at possible height
* Coordinate hotel´s sales activities
* Sell holiday packages
* GIT & FIT handlings with good negotiations
* Arranging flights , insurance and accommodation
* Using a booking system to secure holidays
* Advising client on travel arrangements
* Keeping client up to date with any changes
* Dealing with complaints for refund & issues.

**Work Attitude**

* Assist with special projects as directed
* Follow up new business opportunities
* Communicating new product developments to prospective clients
* Comprehensive industry knowledge
* Writing Reports
* **Team Player**&Quick learner
* Result Oriented
* Negotiation skills with Plenty of initiative
* Excellent customer service skills and telephone manner
* Strong communication and sales skills
* The ability to priorities and cope with pressure at busy times

**IT Skills:** Well versed with Computer Fundamentals, MS Office, Internet, Tally

**Language Skills:** English, Hindi, Gujarati

**Education:**

* Master of Commerce(With Business Administration)
* Bachelor of Science (With Chemistry Botany, Zoology)
* Diploma Course in Advance Computer Applications

**Interest**

* Listening Music
* Analyzing and interpreting data
* Reading Books
* Conversation
* Playing Badminton with my dad

**Personal Details:**

Date of Birth: 25th December 1985

Gender: Female

Marital Status: Married

Nationality: Indian

**Date: Abhilasha**