# ANAND YADAV House no: 110, Sec-79

# Gurgaon Haryana

Contact No: +91-9910683100 Email: anand\_rao\_29@yahoo.co.in

#### CAREER OBJECTIVE

I intend to utilize my expertise in the field of marketing along with my hard work, to come up with the best results for your organization. I seek to serve your organization with full dedication, diligence and honesty and achieve the targets on time, as I have been able to do so, this far.

#### **EDUCATIONAL QUALIFICATIONS**

## **Tertiary Qualification**

- Bachelor in Hotel Management from RIHMCT, Dehradun affiliated to HNBGU Garhwal University (2005-09) with 65%
- Passed Intermediate in (2005) with 83%
- Passed High School in (2002)

#### **TRAINING**

- Industrial training from Intercontinental The Grand, Connaught Place, New Delhi
- Vocational Training (Front Office) from Best Western Country Club, Gurgaon.

#### PERSONAL SYNOPSIS

- A Masters in hotel management with over 4 years of experience with exposure of business development and customer relationship management.
- Definess in managing & motivating teams for running successful sales & extensive experience of developing procedures, service standards & operational policies for business excellence.
- Effective communicator with exceptional presentation skills & abilities in leading teams.
- Experience in Agile environment.
- Responsible for keeping the employee engage (Employee Engagement).

#### ORGANISATIONAL EXPERIENCE

- Currently Working with DRPL as AVP (Brokerage firm in real estate)
- worked with HDFC Life as a Sales Development Manager. Full Time www.hdfclife.com

## Company's Profile

HDFC Life (HDFC Standard Life Insurance Company Ltd.) is one of India's leading private insurance companies, which offers a range of individual and group insurance solutions. It is a joint venture between Housing Development Finance Corporation Limited (HDFC Ltd.), India's leading housing finance institution and a Group Company of the Standard Life, UK. HDFC holds 72.56% of equity in the joint venture.

#### Financial Expertise

As a joint venture of leading financial services groups, HDFC Standard Life has the financial expertise required to manage long-term investments safely and efficiently.

#### Range of Solutions

Organisation has a range of individual and group solutions, which can be easily customised to specific needs. Group solutions have been designed to offer complete flexibility combined with a low charging structure.

#### Track Record so far -

Gross premium income, for the year ending March 31, 2010 stood at Rs. 7005 crores and new business premium income stood at Rs. 2,561 crores.

#### **Specialties**

Life Insurance & Pension Solutions

## Job Responsibilities

- Developing and supervising the preparation of insurance, delivery of sales materiel and promotion of programs.
- Developing and maintaining contacts with the clients.
- Implementing and developing the sales activities to reduce the stocks.
- Responsible for the coordination of delivery, merchandising, services and shipping.
- Preparing reports including the closing, activities, goals, activities, information gathered in field activities and any special development.

# **Previous Experience**

Worked as Hotel sales executive in Pind Balluchi chain of restaurants. (Aug-2009 to Jan-2011) www.pindballuchi.com

Company's Profile

Pind Balluchi is an entity functional under the umbrella of JS Hospitality, a group that holds popular fine dining restaurant Park Balluchi and banquet hall Vatika Grand. Pind Balluchi is a quintessential Punjabi restaurant with Rajasthani sitting arrangement. Pind Balluchi is one of the fastest growing chain of restaurants operating in Delhi, NCR, Chandigarh, Punjab and now coming to Mumbai, Pune, Bangalore, Chennai and Jaipur. Pind Balluchi is currently operated from seven locations, namely, Gurgaon - 2 Outlets Rajouri Garden Rohini Faridabad Noida Karol Bagh Moreover, we intend to expand our culinary presence outside the NCR region in the near future.

## Jobs responsibilities

- Relationship Building
- Maintaining high level of customer satisfaction
- creating and distributing sales agreements, event request forms, filing and sending invoices.
- production of monthly and quarterly sales reports and any variety of general office responsibilities.

- Creative with effective organizational abilities and interpersonal skills.
- Effective planning, coordinating and problem solving abilities
- Zeal to deliver under stringent deadlines.
- Abilities to work under pressure in fast paced time sensitive environments.
- Execution through innovation and creativity.
- Catalyst for change, transformation and improvements.

### **PESONALITITY TRAITS**

- Goal Oriented
- Confident
- Team Player
- Attaining complete product knowledge
- Patient & Courteous
- Pleasing Personality

#### **ASSETS**

- Influencing
- Highly Motivated
- Hardworking Professional
- Committed to achieving results
- Contributing team player
- Customer service driven
- Creative mind
- Good Observer
- Patient Listener
- Good Orator
- Analytical nature
- Impressive personality
- Friendly Behaviour
- Strong contacts and corporate relationship in Gurgaon, NCR & Delhi.
- Language adaptability

### **STRENGTHS**

- My Ideology
- My Intellectuality
- Optimistic thinking
- Positive
- Friendliness
- My ability to counsel my friends in distress

### PERSONAL DETAILS

Father's Name

: Mr. Devinder Yadav

Languages Known : English, Hindi, Punjabi

DOB DOB

: 29th May 1988

Marital Status

: Married

### **DECLARATION**

I hereby declare that the information stated above is true, complete and correct to the best of my knowledge.

Date:

Place:

(Anand Yadav)