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| Viraj S Hotkar |  |

+91-9867112496, [viraj.hotkar@gmail.com](mailto:viraj.hotkar@gmail.com)

A-1/ 503, Shree Nagar, Wagle Ind. Estate, Thane (West), Thane, Maharashtra, India, PIN Code: – 400604

**Profile Synopsis:**

Experience spanning across Customer service, Sales and operations handling various roles and responsibilities in the business hierarchy. From handling customers one-on-one to managing data and performance management reporting.

* Expertise in handling Hotel Sales and operations for a leading Hotels
* Responsible for Data management of corporate clients, MIS of Booking Information
* Requisite customer coordination skills
* Tele-marketing/ corporate sales
* Proficiency in Ms-Office (Excel, PowerPoint, Word)
* Go getter with excellent communication and interpersonal skills.

**VITS Hotel (The Kamat Hotels India Ltd),** Executive (Corporate Sales) **August 2014 – till date**

**Business Standard,** Trainee (Sales Executive) **May 2012 – June 2012**

**Educational Qualification-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **YEAR** | **Institution** | **Board/University** | **PERCENTAGE** |
| MASTERS IN MANAGEMENT STUDIES(M.M.S.) | 2013 | Sasmira Institute of Management, Worli | Mumbai University | 69% |
| BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY(B.H.M.C.T) | 2011 | Sinhgad Institute of Hotel Management & Catering Technology, Lonavala | University of Pune | 62% |
| H.S.C | 2007 | Dyanasadhna College, Thane | Maharashtra Board | 48.33% |
| S.S.C | 2005 | Shiv Samartha Vidyalaya, Thane | Maharashtra Board | 71.46% |

**Work Experience:**

**Vits Hotels (The Kamat Group),** Executive (Corporate Sales) **August 2014 – till date**

**Profile Responsibilities*:***

* Increase sales of Hotel Rooms & Banquet Facilities through effective market penetration, lead generation and customer contact
* Coordinating with clients , give valuable information to improve service
* Build professional relationship with all clients
* Assists in maintaining updated reports of Booking information and MIS

## SUMMER INTERNSHIP&PROJECT

**Business Standard,** Trainee (Sales Executive)  **May 2012 – June 2012**

**Project Name : Brand Comparison of Various Economic Dailies**

**Designation : Trainee – sales executive**

**Duration : 2 Months**

**Internship Profile Responsibilities*:***

* Successfully managed to sale annual subscription of Business Standard Newspapers.
* Identified & visited stock brokers Agencies & CA’s offices to improve sales of News Paper
* Also build a relationship with local newspaper agencies to improve sales and awareness about the newspaper.
* Successfully distribute free newspapers which help me to create brand awareness as well as built a relationship list.

**Academic and Industrial Project:**

Successfully completed a project in the final year of M.M.S. titled **“Marketing Strategies of McDonald’s”**

**Observations-**

* To beat competition McDonald’s Introduce Happy Price Menu.
* McDonalds targets Middle class people as well as collegians.
* Also introduce Veg outlets in India.
* They kept separate kitchen for vegetarian and Non vegetarian food in India.
* Successfully completed a project in the final year of **BHMCT** titled **”Study of Fast food Industry”**
* Successfully completed 5 Months Training program at **Hyatt Regency, Mumbai**

**Industrial Training Experience (For BHMCT):**

* Work for four different Departments during the training period
* Food Production
* Food and Beverage Service
* House Keeping
* Front Office

**Personal:**

* Passport Details: TBD
* Nationality: Indian
* DOB: 03 June 1989
* Marital Status: Single
* Languages known: English, Hindi, Marathi

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