

**Blessy Asari**

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**OCCUPATIONAL GOAL:**

To be a part of an organization where in I could learn more, and gain practical exposure for enhancing my skills.

**WORK EXPERIENCE:**

**Organization - Hyderabad Hut (1<sup>st</sup> Feb 2018 – Till date)**

**Job Description - Brand Manager**

**Job Responsibilities:**

- Managing Brand's Product Portfolio
- Managing Marketing Strategies
- Handling all online platforms (Social Media), Brand Website as well as Outdoor Marketing
- Creating all sort of Graphic Designs
- Managing POS system (Software)
- Managing Front Operations
- Training Front Staff for customer service
- Managing Outdoor Events' like Food Fest, Functions' etc.
- Managing Company Data, Daily Sales Report, Stocks, etc.
- Managing Sales and making sure it reaches the target.

**Organization - Media Motion Public Relations FZ, Dubai (2017)**

**Job Description – Event Co-ordinator**

**Job Responsibilities:**

- Managing Events
- Making calls and bringing new clients.
- Managing client meetings, and presenting and explaining event plans.
- Answering the calls and transferring the calls to back team if necessary.
- Maintaining journal for the queries.
- Taking immediate actions for the queries.
- Ensuring service standards are met and/or exceeded.
- Helping clients' with the event area information.
- Directly Managing clients' and logistics.
- Collaborating with Rashid Centre (Partner) (Therapy Centre, Humanitarian Organization).
- Bringing donors for the partner company.
- Managing donations for each child.

## Organization - **Novotel Hotel, Ahmedabad (2016)**

### Job Description – **Front Office Associate**

#### Job Responsibilities:

- To check daily reports and fulfilling guests need.
- Answering the calls and transferring the calls to back team if necessary.
- Maintaining journal for the queries.
- Taking immediate actions for the queries.
- Ensure customer service standards are met and/or exceeded.
- Helping guests with the city area information.
- Booking rooms for the walk-in guests.
- Checking, scanning and updating customer documents and data.
- Updating the international guests' data and documents to the police verification site.
- Showing the rooms and guiding the new guests for room suggestions.
- Managing event necessity items.
- Welcoming the VIP guests or celebrity guests.
- Maintaining guest's data.
- Creating invoices, and keeping record of invoices.

## Organization – **La Viaggio (2015 – 2016)**

### Job Description – **Operations Executive**

#### Job Responsibilities:

- Booking and confirming Airline tickets through mails and phone calls.
- Creating boarding pass, confirming and mailing boarding pass & tickets to the company or traveler.
- Maintain individual excel sheet for all the bookings and different company partners.
- Verify documents of the travelers and keeping a record of it.
- Printing and maintaining invoices, and checking again if any mistakes.
- Signing and Stamping on the invoices.
- Creating different kind of tour packages.
- Booking hotels and cars for the travelers.
- Keeping check of stationery supplies.
- Resolving Customers' queries.
- Handling Partner Company and coordinating with their Event Manager.

## EDUCATIONAL QUALIFICATIONS

Name of Institute	Qualification	Specialization	Period
Centre For Management & Career Planning	Stenography (Certificate Course)	Pitman's Shorthand 80-100 Words per Minute Writing Speed.	2016-2017
Jet Air Academy, Ahmedabad	Airport Management (Certificate Course)		2015-2016
Seventh – Day Adventist Higher Secondary School, ISC (Ahmedabad)	10+2 Grade	PCB + English + Hindi + Community Service	2013-2015
Seventh – Day Adventist Higher Secondary School, ICSE (Ahmedabad)	10 <sup>th</sup> Grade	Science + Mathematics + Computer + History, Civics & Geography + English + Hindi + Community Service	2013

## ACHIEVEMENTS:

- **School Cabinet Member** (Management of all extra-curricular activities)
  - Organized Cultural Function in school
  - Actively participated in **Community Service**, in higher secondary level. (For donation of clothes and books to poor kids)
  - **Inter School Athletics Champion** (4<sup>th</sup> Rank in Running NWR Sports (Regional Level, Interschool Volleyball Team Player))
  - Actively participated in several extracurricular activities at school level
- Anchoring, Sports-First Aid (Out Of Station Fields) and Several Other Competitions**

## SKILLS:

- **Marketing level strategies**
- Excellent Written and Verbal **Communication Skills**
- Good hand on computer based skills (**Corel Draw, Adobe Photoshop, Microsoft Office**)
- Thorough knowledge about Designing (**Hoarding Board, Flex Board, Theme Board, Flex Standee, Logo Boards**), Scripting, Typography

## INTERESTS & HOBBIES:

- Singing, Sketching, Community Services, Learning New Things