

Aubrey Bilpodiwala

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Job Objective: To seek a position in an organization where I can apply my skills to deliver exceptional value to the company. I am a fast learner and believe to take charge of the situation for solving problems.

Total Experience: 17.00 Years
Current Location: Ahmedabad
Location Preference: Any where

Education: Bachelor of Arts - Psychology Major St Xavier's College Ahmedabad

CORE QUALIFICATIONS

- Possess good Analytical and Problem-Solving Skill
- Contract negotiation with air, car and hotel vendors
- Building and maintaining relationships both internally and externally
- Expert in Meeting, Incentive, Conference, Exhibitions & Large Group Booking
- Microsoft Office products including Excel, Outlook, PowerPoint, Word

Summary of Skills and Experience:

Currently Working at **360 Degree Travel Concierge LLP.** As Director from 2019 till Date

As a Director I am responsible for a smooth function of the Company, area's that I look into are Sales Marketing, Finance, HR and day to day function of the entire company with a hierarchy system.

- ✓ Looking into the company PNL and growth helping the finance & Accounts team for day to day billing and payment cycle to vendors planning finance for an optimal use.
- ✓ Interviewing talent for Recruitment to fulfill company requirements in Human Resource.
- ✓ Motivating the team for an aggressively prospect, research and solicit new accounts.
- ✓ Tapping Corporate and Small-Scale Company for Travel MICE sales with operations, with a focus on building long-term customer relationships that resulted in the achievement of sales objectives and repeat business.
- ✓ Establish parameters, quotes and negotiate prices, confirming by written contracts.
- ✓ Directed teams to support corporate travel program, group bookings, conference and event travel, and all local and ground transportation needs.
- ✓ Overseeing a team of 20 Travel professionals for all domestic and international travel Conference and events.
- ✓ Planning and organize large scale Events from Start to finish, from Designing venue layout Stalls arrangements, gala parties with entertainment to providing travel and ground arrangement support for large meetings and conferences (50-500 attendees).
- ✓ Participated in tradeshow, sales missions and promotional events within the hotel and trade related organizations pertaining to leisure and business travel.
- ✓ Established procedures to support corporate objectives and provided support for Transportation and Travel teams to realize highest service levels.
- ✓ Established contracts and ensured all contracts and agreements utilized.
- ✓ Fostered and built cooperative relationship with internal departments in order to support successful program outcomes.
- ✓ Initiated the development of Web Portal as an Online Travel Booking Tool.
- ✓ Consistently offer professional, friendly and engaging service.
- ✓ Reporting directly to the co- founder and Director of Eris Lifesciences LTD.

In the pandemic 2020 Ventured into Information and technologies & Gifting formed two companies Named: -

➤ **Yellowspreet Technologies LLP.** Under the Guidance of GTU for the below Products.

✓ **Vuecam – A Video Conferencing tool (Webinar and Virtual events)**

For corporate Enterprises to use it for their, Training and development, Sales and Marketing Activists.

✓ **ListNBuy** – Enterprise based Application with Website (Android and IOS) For Groceries Stores. A platform where small and medium enterprise can go online with their products.

➤ **Prarabdh Enterprises:** - The company is into corporate Gifting.

Eris Lifesciences LTD as – Sr. Manager – CRM from December 2010 -Until 2019

Handled a team for Domestic and International company events and conferences and travel.

- ✓ Travel Operations, with a focus on customer relationships that resulted in the achievement of Customer Delight.
- ✓ Establish parameters, quotes and negotiate prices, confirming by written contracts with Suppliers around the world.
- ✓ Directed teams to support corporate travel program, and incentive travel, group bookings, conference and event travel, and all local and ground transportation needs.
- ✓ Oversaw team of 10 professionals plus coordination with inter divisional for travel activity's
- ✓ Directed and organized teams of staff to provide travel and ground transportation support for large meetings and conferences (50-500 attendees) both National and International
- ✓ Established procedures to support corporate objectives and provided support for Transportation and Travel teams to realize highest service levels.
- ✓ Established contracts with Suppliers and ensured all contracts and agreements utilized yearly.
- ✓ Fostered and built cooperative relationship with internal departments in order to support successful program outcomes.
- ✓ Reporting directly to Director
- ✓ Developed Software for CRM Guest Activity with SMS Feature.
- ✓ Planning on the Next year activity for Marketing Team
- ✓ Planning on Domestic CME's and RTM's Providing support and Services

Pacific Trails – Singapore Inbound Tourism

As Business Development Manager from June 2009 to Dec 2010

- ✓ Team Handling Sales and operations for Groups and FIT as A DMC (Destination Management Company)
- ✓ Markets handled for operations Indian, Chinese, South African and European Market.
- ✓ Aggressively prospect, research and solicit new accounts based in India, China, SA, and Europe
- ✓ Contracting for Inventory from Local Hotel and Transportation companies and Guides and Sightseen vendors.
- ✓ Establish parameters, quotes and negotiate prices, confirming by written contracts.
- ✓ Managing and Nurturing relation with the clients & vendors.
- ✓ Introducing processes & platforms for the smoothening of Travel service delivery.
- ✓ Negotiation with different vendors to acquire one.
- ✓ Reporting directly to CEO.
- ✓ Catering to the largest Group of the Film Industry, and Corporate Event Management Groups, Wedding Groups

"Cox & Kings India Ltd" In the Trade Fair, Business Travel since (May 2007 to June 2009)

DESIGNATION TITLE: SR EXECUTIVE -TRADE FAIRS

GUJARAT and M.P. STATE

Job Responsibility:

- ✓ Motivating Team for chasing their organizational Sales Targets.
- ✓ Market Penetration & establishment of Business Travel Products in the given region.
- ✓ Maintaining The public relation with corporate lobby who will be a good prospective for business Travel, Or Industrial exhibition promotion
- ✓ Client servicing in Business Tours Division
- ✓ Taking care of invoicing and payments collections.

- ✓ Maintenance of passenger records of each project executed
- ✓ Corresponding to passenger's complaints & appreciation letters.
- ✓ Responsible for organizing & arrangement of Pre-departure meetings for each Tradefair.
- ✓ Handled client servicing for various biggest International trade fairs.
- ✓ Compilation of data & records with suggestions for future reference.
- ✓ Attending to complaints and looking on the areas of improvement.

MAJOR ACHIVEMENTS AND CONTRIBUTIONS:

- ✓ Escorted Indian delegation at Düsseldorf Germany in June 2008 as official tour escort representing Cox & Kings (I) Ltd
- ✓ Best Performance Award for the year 2009-2010

"Ace Consultants" at Ahmedabad 2006-2007 As

Asst Manager Recruitments/ Sales

Job Responsibility:-Market Penetration & establishment of Business,

Handling a team of 4 people.

- ✓ Screening the profiles and short listing them.
- ✓ Selecting the candidates through telephonic interviews
- ✓ Arranging interviews of the short-listed candidates with the clients.
- ✓ Coordinate complete **recruitment** process in association with client organization.
- ✓ Reference checking, Interaction and coordination with clients & candidates.
- ✓ Headhunting and Talent Sourcing.
- ✓ Maintain the candidate database and update it at regular intervals.
- ✓ Billing and closing.

Familiar with the Job Portals: www.naukri.com, www.timesjobs.com, & www.monsterindia.com

Computer Skills:

Operating System:	Microsoft Windows 10
Networking Operating:	Windows Server,
Application:	Microsoft Office 2013; Internet Web Applications.

Additional Information

Date & Place of Birth:	09 December, 1980 Ahmedabad (Gujarat)
Sex:	Male
Marital Status:	Married
Father:	Aspi Bilpodiwala
Mother:	Late Silvia Bilpodiwala (Retired Mount Carmel Teacher)
Languages:	English, Hindi, and Gujarati
Interests:	Music, Travelling & Computers
Nationality:	Indian

References will be provided on request

I undertake that all the above information is true to the best of my knowledge.

Aubrey Bilpodiwala