

Nikita Singh

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PROFESSIONAL EXPERIENCE

Front Office Associate

Sujan Luxury Camp, Jawai, India

2024-Sep - Present

(SUJAN is an Ultra-luxury hospitality company that operates in various locations in Rajasthan (INDIA). A Relais and chateaux property that offers wildlife and wellness experiences)

- I am making sure to assist the guests with optimal professionalism and corporate standards.
- Ensuring hassle-free check-ins & no discrepancy check-outs.
- Engage guests at the Camp, especially people with high public acclaim.
- Conceptualize and Implement strategic changes as per the vision of SUJAN.
- Drafting sensitive informative reports & important emails.

Freelance Copywriter & Editor

(From the comfort of home) 2022-Jan - 2024-Apr

Finalizing corporate as well individual projects, like:

- Corporate Sales Copy
- Press Release
- Case Studies
- Articles

Editorial work in:

- Novels
- Stories
- Short stories
- Documentaries

PROFILE

Detail-oriented sales coordinator with qualitative experience in Hospitality. Helped in training new employees. Looking to join your distinguished organization to ensure client satisfaction while maintaining brand standards.

SKILLS

- Microsoft Office Suite (Excel/Word/Powerpoint) (Diurnally worked with these aids)
- Strategic Planning (Prior meetings with concerned departments)
- Risk Assessment (Performed analysis on several large projects)
- Communication Skills
- (Providing a clear prospect to both, the client and the hotel)
- Advanced knowledge of Micros, MS Office & Mycloud.

Banquet & Catering Sales Coordinator

Radisson Blu Udaipur Palace Resort and Spa (Largest Inventory Hotel in Udaipur with 245 keys along with 9 indoor & outdoor venues to cater MICE) Udaipur, India

2019-Jan - 2019-Dec

- Drafting of all the legal documents for acclaimed businesses.
- Analyzed legal documents to determine business opportunities.
- Conducting Recce with clients including hosting and show arounds of the venues.
- Providing all information and guidance for the client to obtain accurate event specifications.
- Conducting in-house meetings to brief all the departments about the events.
- Drafting & Issuing of Banquet Event Order(s) (BEO) so that all departments are aware of their responsibilities.
- Coordinating events happening in-house and ensuring smooth operation between all concerned departments.
- Performed business valuations in MS Excel.
- Helped in training new employees.
- To keep grooming myself about the current business opportunities to ensure a profitable environment.
- Monitoring event billing in liaison with the accounts department.

Food and Beverage Associate

Fairmont, Jaipur

2018-Aug - 2018-Dec

- Assisted in F&B operations at the hotel.

PROJECTS

- Event Management Conducting constant operational flow of MICE (Marriages/Incentives/Conferences/Events) smoothly, of the biggest inventory hotel of Udaipur, for 30 days, all by one's self.
- Got Outstanding Appraisal during my Internship from the Food & Beverage department.
- Arranging team parties, outings, social gatherings, and recreational activities.

EDUCATION

- Bachelor In Hotel Management in Catering Technology, Government Institute of Hotel Management Catering Technology & Applied Nutrition Dehradun, India.
- 22 Weeks Industrial training from 'Fairmont Jaipur', Jaipur.
- Certified Copywriter.
- Certified Editor.
- Basic academics from Sarvagya Academy, Roorkee.

INTERESTS

- Reading
- Writing
- Arts

LANGUAGES

- English
- Hindi
- Italian

REFERENCES

Available on request.