

Sakshi

Assistant Manager



Personal Info

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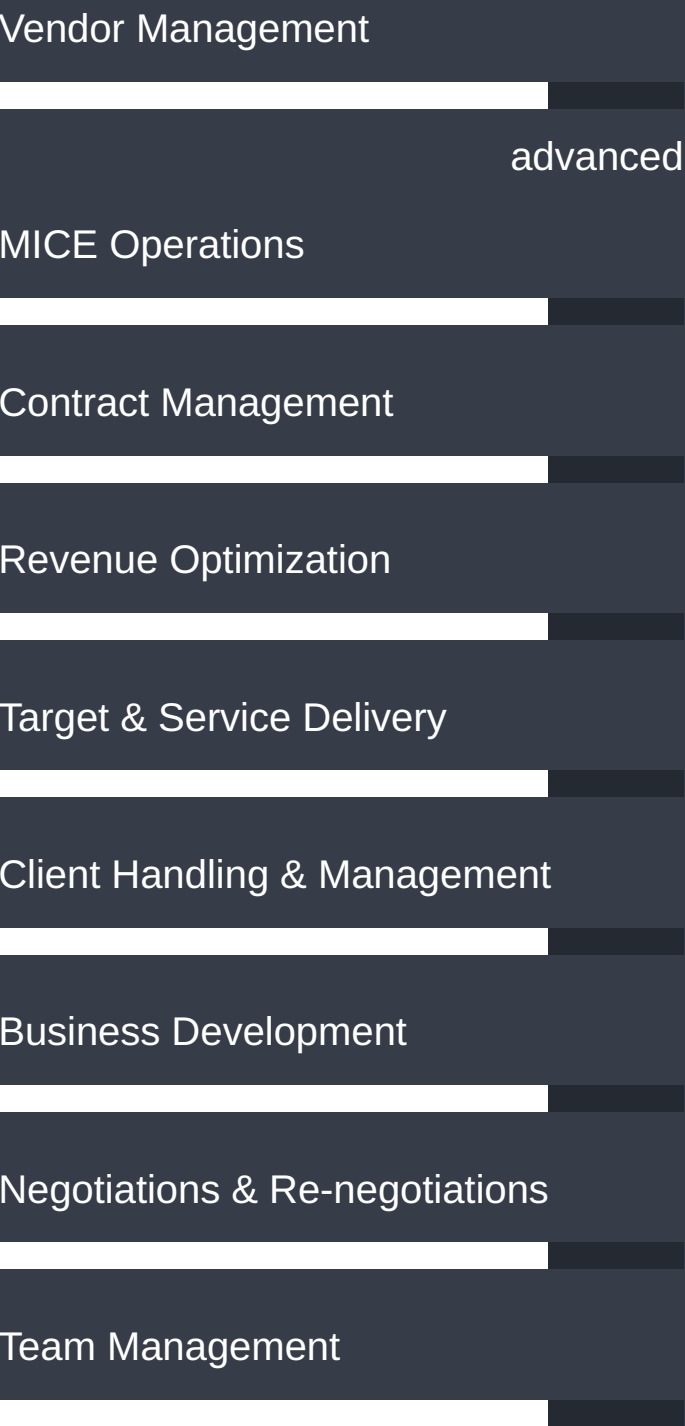
Date of birth

1986-07-12

LinkedIn

<https://www.linkedin.com/in/sakshi-sakshi-a4440618/>

Skills



An enthusiastic professional with over 10 years hands on experience of Operations , Sales & HR. Skilled in Operations Management, Leisure Travel, Sales, Contracting, Vendor Management, Negotiations, Recruitment's and Employee Handling .

Experience

2016-03 - present	<div>Assistant Manager <i>dnata Emirates (Emirates Holidays)</i><ul style="list-style-type: none">Handling MICE business for Corporates & Travel AgentsWork for Revenue Optimization for the organizationAccount Management for Travel Agents and Corporate HousesAssist the business in organizing , planning and implementing strategy to achieve set targetsVendor Management(Hotels/ Suppliers/DMC's)- Contracting, Negotiations/RenegotiationsHandling a team of Operations Staff to deliver targets and achieve goals set (FIT Business)Managing strategic relationships with key decision makers in various CorporatesGenerating high revenues by conversion of the queries for the desired holiday productsResolving client complaints and escalations</div>
2015-05 - 2016-03	<div>Senior Travel Consultant <i>Make My Trip</i><ul style="list-style-type: none">Responsible for Outbound Long and Short Haul Holiday Sales DeliveryUnderstanding the need, requirements & buying behavior of the clientsPreparation of travel itinerary as per customer requirementResponsible for NPS score & overall service quality</div>
2013-10 - 2015-09	<div>Travel Consultant <i>Emirates Holidays</i><ul style="list-style-type: none">Client Handling via calls & walk insIdentifying the travel needs of the clients and assisting them with the travel product accordinglyCustomization of travel itineraries</div>
2011-04 - 2011-11	<div>Assistant Manager HR <i>Chitkara University</i><ul style="list-style-type: none">Recruitment for UniversityMaintaining staff databaseManaging LeavesSalary ProcessingEmployee RelationsImplementation of HR policies as laid down by the organisationGrievance Handling</div>
2010-07 - 2011-03	<div>ITFT Education Group <i>Executive HR</i><ul style="list-style-type: none">Recruitment for UniversityMaintaining staff database</div>

Education

2008 - 2010	<div>Amity University<ul style="list-style-type: none">Completed Masters in Business Administration (MBA)</div>
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Leadership

Languages

English

Hindi

Punjabi

2005 - 2008

Panjab University

Completed Bachelors in Commerce (BCom)

Interests

- Reading
- Listening to Music
- Sports Lover
- Travelling

Achievements

- Generated and operated group of 1700 passengers to Dubai In May’2018
- Awarded “Top Seller-Destination Dubai” with Emirates Holidays globally across 32 Countries, for 2017-2018
- Awarded “Top Sales Person- Passengers- with Emirates Holidays globally across 32 Countries, for 2017-2018
- Awarded “Best Rotaractor” for 2007-2008
- Worked as “International Director Public Relations” for an International Campaign regarding “AIDS Awareness”
- Worked as the Marketing Head for a city based “Mini-Marathon”, Chandigarh
- Worked as the Joint Secretary for Rotaract Club Chandigarh Central, from 2006-2007
- Gold Medalist in Under 19 cricket tournament
- Gold Medalist in Carom Board during SANGATHAN’09

Personal Information

- Date Of Birth : 12th July'1986
- Nationality: Indian
- Driving License: Yes

Declaration:

I hereby declare that all the given above information is true in best of my knowledge.