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|  | **SAURABH NEGI**    passport size selfie_10  **Permanent Address-**    Village: Horawala, P.O: Sahaspur.  Tehsil: Vikas Nagar.  District: Dehradun, PIN: 248197.  State: Uttarakhand.  : 09557188992  [saurabh3690@gmail.com](mailto:saurabh3690@gmail.com)  saurabh3690negi@gmail.com  .  **Personal Details-**  Date of Birth--------------5th Jan, 1990.  Father’s name------Mr. Rishipal Negi  Mother’s Name----Mrs. Sombala Negi  Language Known- -----English, Hindi.  Sex------------------------------------Male.  Marital status--------------------Married.  Nationality-------------------------Indian. |

Seeking an assignment with a growth-oriented organization in the areas of:

* Sales, Front Office, Relationship Management, Customer Service, Marketing, PR & Advertising, Administration, Operations.

**Professional Synopsis**

A Result oriented professional with 08+ year of experience in Sales and Administration with Master of Business Administration degree in Marketing and H.R From Punjab Technical University, Jalandhar 2010-2012. Proficient in Sales, Costing, Customer Relations, Creating & Implementing marketing strategies etc. Motivated, Self-starter with a passion to succeed and desire to excel in the areas of marketing, PR & Advertising with good communication, interpersonal, relationship management and analytical skills and willing to learn more.

**Academic**

* Masters of Business Administration in Marketing & H.R from Punjab Technical University, Jalandhar (2010-2012).
* B.Sc with Biotechnology from H.N.B Garhwal University in 2010.
* Intermediate (Physics ,Chemistry with Biology) from Uttarakhand Board in 2007.
* High school from C.B.S.E Board in 2005.

**Internship**

Completed internship program under the Marketing & Sales Department of Lupin Pharma. Ltd., at Panchkula (Duration: 6 weeks) as a part of MBA curriculum.

**Highlights**

* To check out the Market Potential of Eye Patients in Jalandhar, Punjab.
* Collect the list of ophthalmologist, meet them and collect the data of Patients per day.

**Career Sketch**

* **Worked with Ceasefire Industry Limited as a Manager- Business Development at Chandigarh Branch since December 2011 to January 2013.**
* **Job Responsibility at Ceasefire Industries Ltd.**
* Canvassing assigned territories to company products like Fire Extinguisher, Fire Alarm, CCTV, Hydrants, Fire Panels to potential customer.
* Demonstrating product feature to customers.
* Providing the training of fire fighting.
* Contacting leads and setting up appointments to present company products.
* Completing order forms and submitting them for processing.
* Prepare sales proposals for potential buyers.
* Completing regular sales reports specifying the number of sales made.
* **Worked with a property of MLJ GROUP name “The Competent Palace” Selaqui, Dehradun, as an Assistant Manager- Sales from Feb 2013 to March 2014.**

**Job Responsibility at The Competent Palace**

* Responsible for Corporate and Travel Agent Room Sales for the hotel.
* Identify new market and business opportunities and increase sales.
* Represent Hotels along with Sales/Hotel Manager in various events.
* Conduct daily Sales calls and arrange site inspection trips to hotels by corporate clients.
* Provide the highest quality of service to the customers at all times.
* Attending all dept and hotel meetings as necessary.
* Targeting key accounts potential for the company.
* Acquiring and developing new business accounts and preparing sales proposals for clients.
* Closely following up on all business leads within a 24 hours response time line to clients.
* **Currently working with Hotel “The Pearl Grand” Niranjanpur, Saharanpur Road as Sales Manager from May 2014 to till yet.**

**(As of now I am also looking after the front office dept. after the reopening of the hotel due to Covid-19 pandemic).**

**Job Responsibility at The Pearl Grand**

* Ensure that employees are, at all times, attentive, friendly, helpful and courteous to all guests, managers and other employees.
* Manage online and phone reservations
* Liaise with our housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests’ needs.
* Maintain updated records of bookings and payments
* Responsible for increasing the profitability of the hotel by ensuring maximum occupancy of hotel rooms and facilities.
* Responsible for establishing new client base through outside and B2B sales efforts and also responsible to retain the existing customers.
* Primarily responsible for interacting and maintaining good relations with customers and account contacts.
* Prepare and create presentations illustrating highlights of hotel for advertising,
* Respond to all guest inquiries in a professional and timely manner
* Managing the operations and services acts as Event Planning Coordinator
* Implementing a proactive room sales strategy and observing the market, identifying trends & inventory requirements.
* Creating hotel awareness through marketing campaigns.
* Design and advertise special group rates and packages to increase larger bookings.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.

**Soft Skills**

### Have a very good analytical and troubleshooting skills

### I have the Flexible attitude, Ability to work closely with the users and with cross-functional teams, and ability to work on multiple projects simultaneously.

* + Have a good knowledge of MIS such as DSR, DPR, BOB, ARR, REVPAR, Property Report etc.

**Areas of Expertise**

* Hospitality Industry.
* Business expansion.
* Guest Service.
* Securing new accounts.
* Online media planning.
* Direct sales.
* Marketing.

**Extra-curricular Activities**

* Attend SATTE-2015, at New Delhi.
* Attend National Conference on Creativity & Innovation in Business Management.
* National Service Scheme, “A” & “B” certificate.
* Organized and Participated in *Blood Donation Camp took place* in Chandigarh & Dehradun

**Computer Proficiency**

* Good Knowledge of MS office Suite especially in MS Word, Excel, Power point.
* Basic knowledge of computer hardware and Internet Applications.
* Good knowledge of IDS.
* Basics Knowledge of accounting and tally.

**Place- Dehradun Saurabh Negi**