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| --- | --- | --- |
| Current Location: bhopal | Permanent address:-  c/o A.C. Tripathi  Kadambari Niwas  Plot no.31, CTO Bairagadh,  Madhya Pradesh  Mobile:+91 7073253661(Personal)  E-mail: kadambari.tripathi@gmail.com | **C:\Users\kadam\Desktop\BeautyPlus_20200417163721253_save.jpg** |

# KadambariTripathi

**Objective**

To work honestly and professionally in order to achieve goals and objectives of the organization and to use and expand my professional skills in a challenging and worthwhile situation where there is opportunity for further value addition and personal development.

**Core Competencies**

* Optimistic and open to change.
* Excellent communication skills
* Practical, logical and tactful.
* Ability to handle stress and workload.
* Team oriented approach at work.
* Empathic approach to build trust with the people.
* Excellent negotiation skill.

**Professional Experience:**

**December 2019 to present: working as a tutor with teacheron/chegg/preply.**

Teaching students online as per their requirements.

Maintaining live, weekly sessions upon request.

Leading classes online using whiteboard and power point.

Teaching new modules and concepts as per U.S/U.K syllabus.

Excellent in understanding child psychology and maintaining interest of the child and energy to academic curriculum.

Implementing Maths,English and other topics quickly, efficiently and with limited resources.

**.Designed presentations on personality development.**

**September 2017 to july 2019**(**Airawat Army Primary School, Patiala, Punjab)**:

* Delivered creative and interactive activities to students.
* Established literacy and arithmetic competence to students, providing additional support when needed.
* Consistently communicated with parents to report on student overall development and progress.
* Established numerous activities that taught students self –reliance and independent learning.
* From May 2014 till may 2015: I was associated with private colleges and coaching classes in rookie, Haridwar in terms of taking guest lectures on the subject like business communication and personality development and contributed serious efforts to Defence organisation in the past few months.

**Haworth India Private Limited- Marketing Manager for Tamilnadu & Kerala.(From 8th may 2014 till May 2015 )**

* Manage and enhance a company's brand or reputation in the public's eye.
* Coordinate objectives with marketing, creative, and advertising departments.
* Ensure brand consistency.
* Handling the corporate travel movement and hotel and Flight bookings.
* Develop and enrich customer service experience.
* Making weekly, Monthly reports. Supporting sales team .
* Drive profitable sales, brand growth and loyalty for a number of business areas.
* Analyze and support both category and cluster marketing plans to align with brand strategy and achieve annual.
* Develop accountability structure for stakeholders.
* Develop and execute brand management plans.

Meeting clients and conducting National events in Major cities every Month.

* Create and enhance agency and partner relationships.
* Leverage customer insight data to refine brand management.
* Handling and conducting exhibitions, Launch Programmes, Trainings in all the Major five star hotels.
* Ensure brand communication for areas of responsibility are consistent with the company and brand positioning.

Conducting Events and Training Programme every three month.

Develop and implement media planning, buying, and innovation strategies.

Coordinate and manage content management and information sharing among departments,

divisions and external customers and divisions.

**Le Royal Meridien-Asst Mgr.Sales-(National cum Corporate Sales -Starwood hotels and resorts Pvt Ltd)**

* Handling conference , functions and leading team of associates and co-ordinnnator
* Working close with all the major functions like International Exhibitions , Fares etc
* Excellent in giving presentation and Client handling
* Handling Event management , Business activities and Budgeting with Travel Department
* Working with top MNC in Chennai as well as near by cities like Bangalore, Hyderabad and Mumbai
* Working close with CII Chennai in terms of training and other big events to make it successful
* Expert in handling mails, reports and Data Entry.
* Dealing with new organisations , consulates, PSU Sector and all the top associations
* Well versed with market information and companies profile
* Excellent in dealing corporate clients
* Responsible for taking Induction of New joiners and taking training on personality development and other core subjects
* Handling Tele marketing as well as telecalling for the new business opportunity.

Meeting new corporate and developing relationship among them to market our company

Products.

* Approaching the companies and find out the market potential for MICE segment and
* Superb ability to bring in business for the company.
* Excellent negotiation skills.
* Handling administrative work, data entry, PPT, reports etc.
* Strong communication skills.

Coordinated with the office's event coordinator

**“ Dr. Reddy’s Laboratory”-GPHAR**

**Business Development Executive, September 2011-to August 2013**

* Meeting new corporate and developing relationship among them to market our company products
* Approaching the companies and find out the market potential for MICE segment and long staying.
* Superb ability to bring in business for the hotel.
* Excellent negotiation skills.
* Handling administrative work , data entry, PPT, reports etc.
* Strong communication skills.
* Coordinated with the office's event coordinator during conferences.
* Facilitated wedding and birthday receptions.
* Offered the hotel's services to the clients.
* Toured the clients around the hotel, explaining the facilities and amenities.
* Prepared the contracts for the clients.
* Cleared put points in the contract that are vague for clients.   
   Oversaw hotel sales operations.   
  • Ensured that continental breakfast is available on the day it is scheduled.
* • Addressed queries of clients.
* Acquiring the new companies and retain the existing companies.
* **Industrial Training& Duties Performed**

**Successfully completed Industrial Training from Vivanta by Taj, Panaji from 1st October 10 to 2ndMar 11in the core departments.**

* Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Schedule and coordinate meetings, appointments with the companies.
* Ensuring that all the queries and complaints of guest are promptly attended and senior management is informed.
* Worked as Guest Relation Executive
* Assisted front office associated at the time of rush.

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **year** | **Institute** | **Course** | **Board/University** |
| 2017-2019 | Punjab college of education, Patiala, Punjab | B.Ed.(bachelor of education) | Punjabi university |
| 2019-2020 | Siymbiosis instate, pune | pgdcrm | Symbiosis institute of distance education |
| **2009-2012** | IIAS  School of Management  Panaji | B.Sc.  Tourism & Hospitality Management | Madurai Kamaraj  University |
| **ACADEMIC QUALIFICATION** | Santaji Mahavidyalaya  Nagpur, Maharashtra  (2006) | H.S.C | Maharashtra Board |
| Kendriya Vidyalaya,  Nagpur, Maharashtra  (2004) | S.S.C | C.B.S.E. |

**OtherWork Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF THE**  **ORGANISATION** | **PERIOD** | | **TOTAL PERIOD** | **Responsibilities** |
| **FROM** | **TO** |
| Funky Heads Event Management, Panaji | 2009 july | 2010 Sept | 15 months | Event co-ordinator |

Certification in personality development- udemy

Diploma in interior designing(basic)-alison

**Key Strength**

* Sales & Revenue Generation
* Excellent communication skills
* Account Management
* Customer Relations Development
* Market Research and Analysis
* Promotion and Sales Tactics
* Customer Service Tactics
* New Business Development
* Competitive Market Growth
* Effective Presentation Skill
* Ability to do research, draft and abstract reports.
* Proficient with computer literate such as Microsoft Word, Microsoft Excel, Power point and Internet. Having strong analytical and organizational skills Able to update and delegated detail and all projects.

**Personal Details**

Date of birth 20th Jan, 1989

Father’s name Mr. A.C. Tripathi

Mother’s name Mrs. Shakuntala Tripathi

Languages known English, Hindi, Marathi .

**Achievements & Awards**

* Received appreciation letters from Accommodation Manager and F&B Manager
* Won 1st place in ‘Nutritional jingle’ in ‘Aarambh Exhibition -2009-10’.
* Certification in social service –Help Age India.
* Participation in Regional level volley ball competition.
* Participation in National level youth camp (by Sri Aurobindo Society).
* Certificate of participation-Intra School ‘Bournvita Quiz Contest’.
* Secured Third Place in ‘Oil Conservation-2001’ Organised by ‘Indo Burma Petroleum’.Certificate of participation as best model cum designer at ‘Designer’s Contest Bhopal-98’.
* Certification in Regional level Scout and Guiding-as ‘Tritya Sopan’ holder.

**Extra Curricular Activities and Interests**

* Active participation in various Cultural Programs, Debates
* Listening to music
* Watching movies
* Random reading
* Writing jingles

**References**

Ms.Pritha Bhattacharya

Sales Operation Analyst

Redhat, pune

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Mr. Tarun Chandiramani

Director of sales- Holiday Inn, Pune

Mobile: 8788423514

Email id: tarun.chandiramani@ihg.com