



**Teja .R. Sagavekar**

**Address:** 101,1<sup>st</sup> Floor M, 7D, Near Sion Transit Camp Road, Pratiksha Nagar, Sion (East).Mumbai - 22

**Objective:** To obtain a position that will enable me to use my skill, Education Background & ability to work well with people & gain satisfaction out of my job.

**Work Experiences:**

**Apart from professional experience also I am a content writer:**

- Handling Instagram page named Armywithin with 1000+ followers where I post unique content as posts
  - Wrote article on IPC section 100 of about 1000 words
  - Wrote an article on Yoga of 2500 words
  - Wrote a travel blog of food journey in Mumbai of 1000 words
  - Wrote article on “my first concert” of 1000 words also wrote biography of my ideal person of 1000 words.
  - Helped in previous organization to re-write Instagram posts ,also wrote for one of the instructor for his instagram
- All of the above written articles are unique and plagiarism free.  
Also done email marketing for approx. 30 mails per day for promotion of product for clients

**1. Currently working with Danceworx since Sept 2022 as Operations Manager with Danceworx.**

- Handling and coordinating with all schools on board pan india
- Making sure all classes in studio and in school are running smoothly
- Coordinating for reports cards ,annual days, orientation programs of academy and school.
- Making sure instructors are being updated with new syllabus time to time.
- Coordinating with accounts for instructors invoices
- Maintaining data of schools and academy
- Creating and sharing performance reports for academy and schools every month
- Coordinating with collages for dance events /competitions
- Organizing workshops for dance in on boarded institutes
- Handled company's main info desk in regards to mails
- Was one point contact between students and academy, school and danceworx

**2. Was working with Lifefirst as operation manager ( from Jan 2021 till 15<sup>th</sup> July2022)**

- Here the job role was to make sure all testings and operations go smooth.
- The company was into rtPCR testing and sanitation especially into film industry so making sure lab technician are on time - also co coordinating same to production houses and actors at times. Also making sure sanitation teams reach on time for their work
- Catering to their request of end moment testing , camp arrangement,.
- Hiring and Training the team for the same and making sure they maintain TAT for operations.
- Building rapport with productions houses and the coordinators for future bookings
- Maintaining rapport with existing vendors for smooth work
- Coordinating with production houses, on field teams and labs for overall work and reports
- Solving queries of clients regarding tests, sanitation etc.
- Handling all calls and reverting mails of clients for projects work.

**3. Was working with UPGRAD as Team Lead (Feb 2020 -Jun2020)**

- Handling team of 15tele-callers.
- Creating an inspiring team right from hiring right candidate, training them , getting their pitches perfect for sales
- Setting clear team goals, training team members on CRM and dialer software.
- Delegating tasks and set deadlines for your internal team and maintain their daily attendance.
- Oversee team performance and solve any queries raised also handled the customer service part as in answering students queries and counseling them for the same
- Monitor team performance and report the same to seniors
- Discover training needs for team.

- Listen to team members on one to one session and share best practices for better performance.

**4. Had worked with Ramee hotel as Reservation Assistant Head (Aug 2019 -Feb2020)**

- Updating hotel rates and packages on website
- . Updating inventory of hotel, making all bookings vouchers for check in, maintaining rapport with all B2B agents forbusiness.

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**5. Handling family business (March 2015-July 2019)**

**6. Had also worked with Travelguru/Yatra.com as Market Co-ordinator (Feb 2014 - April2015)**

- Loading hotel packages and rate plans on website
- Making hotels live and bookable on website
- Making sure targets are achieved
- Uploading special packages of hotels on website

**7.**

**8. Had also worked with TIM INDIA HOLIDAYS as Tour consultant ( May 2013 - Feb2014)**

- Suggest suitable travel options that best suiting clients'needs.
- Plan and organize travels and events as required by client.
- Book tickets ,reserve accommodation ,organize rental transportation.
- Inform Handling online portal called Tripfactory pan India
- Offer and promote different services and offerings.
- Build and maintain relationships with clients.

**Personal Details: Name: Teja RamakantSagavekar**

**Date of birth :** 29 Jan 1990

**Marital Status:** Single

**Education:**

- **MBA In Tourism and Business administration from** Kouni academy 2011-2013 passed with BGrade
- **BSC in hospitality-SNDT**2010-2010-2011passedwith56.91percent
- **HSC** from SNDTcollege 2006-2007 passed with57percent
- **SSC** from King George school passed with54percent

**STRENGTH:** Positive Attitude, Microsoft office skills. Good Communication Skill, Strongly committed to assigned work, able to work in team, Reliable & Responsible, able to work individually and as a team and keyword optimization and content writing. Client relationship management.

**Interests:** Spending time with pet.

Best Regards  
Teja Sagavekar