

Ritika Singh K.

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OBJECTIVE

To pursue a fulfilling career in the industry utilizing skills in management to provide clients with an outstanding experience while increasing company profitability.

EXPERIENCE

Connect and Heal: Bangalore

July 2020 – Currently working here

SME - Subject Matter Expert

- Develop and maintain relationships with key clients in order to produce business.
- Answering to client queries
- Overseeing the new processes and policies
- Coordinating work groups
- Performing product demos

Growthfile: Delhi, Nehru Place

November 2017 – September 2019

Operations Coordinator

- Develop and maintain relationships with key clients in order to produce business.
- Respond to clients in a friendly manner.
- Follow up to ensure guest satisfaction.
- Keeping Data Offline / Online up to date
- Troubleshooting.
- Maintaining focused relationships with professional guests.

Jamir's Yummy Kitchen, Delhi: Vasant Kunj

May 2017 – September 2017

Cashier

- Keeping Data Offline / Online up to date
- Managing the inventory
- Generating KOT's and invoices on company software.
- Follow up to ensure guest satisfaction.
- Maintaining focused relationships with professional guests.

Tech News Inc., Jaipur

October (End) 2016 – March 2017

Content Writer

- Keeping Data Offline / Online up to date
- Review, proofread & edit content submitted to us to ensure they are genuine, free of grammatical or spelling mistakes, sufficiently detailed yet crisp, and simple to understand.
- Coordinate with companies to capture missing information and resolve ambiguity in write ups.

Bonne Etoile (France), Jaipur

April 2016 – October 2016

Director's Assistant

- Keeping Data Offline / Online up to date.
- Managing the inventory.
- Managing Director's appointments.
- Keeping the website up to date.
- All office expertise.
- Handling sales and client prospects.

- Research in any categories.
- Dealing with suppliers for orders and timing.
- My job profile (admin) is to handle the vendors, emailing, managing trips for the director: her traveling, content writing, translation, managing company's e-commerce website and keeping track of the products.

Apptech Infosoft, Jaipur

July 2015 – December 2015

Business Development Manager

- Generate business through contacting BDMs.
- Generate business through online marketing and direct clientele.
- Guiding clients about our business services.
- Maintaining healthy relationships with key clients to generate business over a long period.

47 Jobner Bagh, Jaipur

November 2014 – June 2015

Business Development Manager

- Develop and maintain relationships with key clients in order to produce business.
- Conduct tours of the hotel and banquet facilities; entertain qualified potential clients in accordance with company and property policies and procedures.
- Work with owner to increase hotel guest visits internationally.
- Update hotel website frequently to appeal to international clientele.
- Respond to guest requests in a friendly manner.
- Follow up to ensure guest satisfaction.

Siyahi: Literary Agency, Jaipur

April 2014 – October 2014

Teacher & Admin Assistant

- Worked as an assistant for Admin at Siyahi (Literary Consultancy) run by Mita Kapur.
- Taking care of the mails and back office.
- Generating author contracts and running on floor operations smoothly.

SKILLS

- Good computer understanding with thorough knowledge in MS Office.
- Ability to multitask, excellent communication and organizational skills.
- Bilingual in English, Hindi and Marathi.

Personal Info

Father's Name: Lt. Sher Singh

D.O.B.: 2. September. 94

Address: F-103, Vaishali Nagar, Jaipur-21

Marital Status: Single