

# Manu Bahuleyan

## DIRECTOR OF SALES / OPERATIONS



### DETAILS

Hamad Bid Abdullah Street,  
Sheikh Sayed Building,  
Flat 102, Fujairah  
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[manubahuleyan@gmail.com](mailto:manubahuleyan@gmail.com)

### PROFILE

Continue to develop the potentials in the professional career and to grow to a senior level of responsibility where I can make a significant contribution to the success of the organization. Will work in an environment ensuring team---work and accept challenges of growth opportunities.

### EDUCATION

2006-2008

**MBA – SALES & MARKETING**  
Madurai Kamaraj University

### EXPERIENCE

2016-2017

#### **DIRECTOR OF SALES, CLIFTON INTL HOTEL**

**Fujairah, UAE. (Dubai Based) – 172 keys hotel**

Worked as Director of Sales with Clifton International Hotel from Jan 2016 till August 2017.

#### **Accomplishments:**

- Based in Dubai was leading a team of 6 persons and was concentrating on all sectors of the Market in achieving the monthly target of 900,000 as a Unit.
- Leads on-property sales functions to build long-term, value-based customer relationships that enable achievement of hotel sales objectives.
- Organize travel agent month and travel agent appreciation rates for slow months.

2014-2015

#### **GENERAL MANAGER, REGENCY HOTEL**

**Munnar, Kerala. – 80 keys Hotel**

Worked as General Manager for Regency Hotel from June 2014 till June 2015.

#### **Accomplishments:**

- Oversee the operations functions of the hotel, as per the Organizational chart.
- Responsible for the preparation, presentation and subsequent achievement of the hotel's annual Operating Budget, Marketing & Sales Plan and Capital Budget.
- Corporate client handling and take part in new client acquisition along with the sales team whenever required.

2010-2014

#### **OPERATIONS MANAGER, GOLDEN TULIP**

**Manama, Bahrain. – 256 keys Hotel**

Worked as Operations Manager for Golden Tulip Hotel from May 2010 till June 2014.

2000-2004	<b>PG DIPLOMA – HOTEL MGMT</b> Shanthigiri School Of HTL MGMT
1997-2000	<b>BSC MATHEMSTICS</b> Sree Narayana College Kollam
1995-1997	<b>PRE DEGREE SCIENCE GROUP</b> Sree Narayana College Kollam
1986-1995	<b>ICSE</b> Infant Jesus Anglo indian School

#### Accomplishments:

- Ensure SOP implementation in all departments and check the same during routine operational checks. Consultant /GRM guidance to be taken wherever required.
- Support and work with all Head of Departments in all aspects of running this hotel.
- Dealing with Suppliers / Vendors for quality products involving Purchase Manager and providing performance assessment of vendors every quarter to HO Purchase.

## PERSONNEL DETAILS

NAME	MANU BAHULEYAN
FATHERS NAME	K BAHULEYAN
DATE OF BIRTH	16 <sup>TH</sup> APRIL 1979
NATIONALITY	INDIAN
RELIGION	HINDU
GENDER	MALE
DRIVING LICENSE	UAE, QATAR BAHRAIN, INDIAN
LANGUAGES	ENGLISH, ARABIC HINDI, MALAYALAM TAMIL
PASSPORT NUMBER	J6463518
VISA STATUS	EMPLOYMENT

## SKILLS

DECISIVE THINKER  
QUICK DECISION MAKER  
STRONG SALES SKILLS  
COLLABORATIVE  
DRIVEN TO DELIVER  
ROLE MODEL  
DISCRETE AND ETHICAL

## REFERENCES

Available upon request

2008-2010

### PRE OPENING FO MANAGER, GOLDEN TULIP Dubai/Bahrain. – different Hotels

Worked as Pre Opening Front Office Manager for Golden Tulip Hotel from May 2008 till April 2010.

#### Accomplishments:

- Create staff development, recruiting, training, scheduling and manages for whole operation.
- Setting up of the Entire front office department its policies and procidures.
- Maintain an organized and comprehensive filing system with documentation of purchases, vouchering, schedules, forecast, reports and tracking logs

2005-2008

### NIGHT MANAGER, MOEVENPICK Doha, Qatar. -115 Keys Hotel

Worked as Night Manager for Moevenpick Hotel from May 2005 till February 2008.

#### Accomplishments:

- Direct and oversee all hotel operations during the night shift to ensure guest satisfaction and safety.
- Must actively participate in the decision making process on guest relocation for nights when overcapacity, execute accordingly and ensure a smooth relocation process. This effort must be coordinated with the Front Office Manager and/or Manager on Duty prior to shift start.
- Ensure the accurate completion of the daily night audit in a timely fashion.

2002-2005

### ASST FRONT OFFICE MANAGER, TAJ HOTEL Varkala, Kerala. -80 Keys Hotel

Worked as Assistant Front Office Manager for Taj Hotel from May 2004 till April 2005.

Worked as Front Office Shift Leader for Taj Hotel from June 2002 till April 2004.

**Accomplishments:**

- Handles any guest complaints or contentious issues that cannot be settled directly by team members and provides a fast solution.
- Supervises the management of debtors, group and individual guest invoicing and cash operations.
- Prepare monthly and daily revenue report and circulate to all HOD's.
- Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events.

2001-2002

**INDUSTRIAL TRAINING, HOTEL SOUTH PARK**

**Trivandrum, Kerala. -112 Keys Hotel**

Worked as Night Manager for South Park Hotel from Feb 2001 till January 2002.

**Accomplishments:**

- Assists in preregistration and blocking of rooms for reservations.
- Register guests and assigns rooms. Accommodates special requests whenever possible.
- Thoroughly understand and adheres to proper credit, check- cashing, and cash handling policies and procedures.
- Coordinates room status updates with the housekeeping department by notification housekeeping of all check outs, late checkouts, early chek-ins, special requests, and day use rooms.

I hereby declare that the information given is correct to the best of my knowledge and belief, and that I have not withheld any information which might reasonably be calculated to adversely affect my suitability for employment.

Name : Manu Bahuleyan

Dubai

Date : 29<sup>th</sup> August 2017