

Chandra Prakash

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Address: HL-17, Sector 130, Noida, UP



Aspiring for a suitable position in the field of Retail Leasing & Hospitality Management.

PROFESSIONAL SNAPSHOT

- Offering over 13 years of rich experience in 5 Star Hotels, Food Court, Retail, Food and Beverage chain of Restaurants and operations & Leasing.
- Working at Embassy Oxygen Business Park – Embassy Office Parks, Noida and managing leasing & operations for 1365 cover Food Court spread in 1.4L Sqft. of space Catering to huge number of employees, space occupied with many International and Domestic Brand Outlets like Domino's, Subway, Vango, Bikano, Bercos etc. Retail space leased with HDFC bank, Salon, Grocery and cosmetic shop, medical room, Gym, Daycare, indoor and outdoor sports zone, & Auditorium.
- Qualified 4 Years Bachelor in Hotel Management from JP Institute of Hotel Management & Catering Technology, Meerut in production and operations, 2005-2009 batch & Successfully completed FSSAI Fostac training and certified for Covid-19 protocols for food handlers up-to Level 1 and Fundamental training.
- Demonstrated ability to organize necessary resources, including people and tools to meet deadlines and achieve desired results.
- A strong team leader with excellent communication, negotiating, problem solving and interpersonal skills.

CORE SKILLS

- Food Court & Retail shop space leasing
- Leasing and operation of amenity space
- Leasing between all mobile network providers and lease line internet service providers and Embassy Oxygen Business Park.
- Renewals of all agreements timely.
- Coordination between client team legal team for finalizing agreement draft
- Meeting and showing available space to interested parties for lease.
- Keeping good rapport with existing space occupiers
- Prepare queries & visit tracker, keep follow ups with visited parties
- Keep good relationship with associate dealers and agencies
- Food Court and Retail Space daily operations
- Internal and external Audit
- Vendor & Agencies Management
- Admin activities & arrangements for food court & retail space
- Invoices verification & processing for payments
- Making all weekly & monthly reports

EMPLOYMENT RECITAL

Since December 2019 / Embassy Oxygen Business Parks, Noida

- Responsible for leasing available space in Retail & Food Court area.
- Show available units to clients for leasing and process move-in paperwork for qualified applicants.
- Responsible for coordinating leasing activities and supporting the execution of strategies related to the organization's leasing plan.
- Responsible for taking lead on screening prospective tenants, conducting tours, and facilitating the lease flow process.
- Responsible for support in the lease negotiations.
- Responsible to support Buildout and Fit out Team from the initial phases of the tenant to start fit out & buildout process.
- Strong experience in a client facing role, exceptional organizational and time management skills and enjoy working on a highly interactive team.
- Support accounts receivable team in outstanding recovery timely.
- Support to operation team in daily operation for leased space in food court & retail space.
- Responsible for Adhere to and enforce the space EHS friendly.
- Set good communication level with Clients, Accounts team, Legal team and Operation team.
- Actively participate in staff wellbeing activities, Workplace safety awareness, Environment protection awareness, Building Fire & Safety awareness & activities.

PREVIOUS EMPLOYMENT

- July 2016 to November 2019 | The Pasta Bowl Company | Restaurant & Bar Manager-Sales & Operation
- June 2014 to July 2016 | Dramz Whisky Bar & Lounge | Restaurant Manager |
- April 2013 to June 2014 | JW Marriott, Aero city New Delhi | F&B Associate - F&B Operations
- November 2011 to March 2013 | Eden Park Hotel, New Delhi | Captain F&B Operations
- December 2009 to October 2011 | Eden Park Hotel, New Delhi | F & B Operations

SCHOLASTIC

- 2009 Four-years bachelor's degree in Hotel Management from JP Institute of Hotel Management & Catering Technology, Meerut, Internship from Mazorda Beach Resort, Goa.
- 2001 Senior Secondary from Allahabad Board
- 1999 Higher Secondary from Allahabad Board

IT SKILLS

- Well versed with Advance Microsoft Office Outlook, MS Office, PPT, Excel and Internet Applications to perform office work and activities.

PERSONAL DETAILS

1. Date of Birth : 05 December 1985
2. Languages Known : English & Hindi
3. Nationality : Indian
4. Father's Name: : Mr.T.S.Dwivedi

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