## BABLY mARAK

**E-Mail: bablym73@gmail.com**

**Mobile:** + 91 9566000327

### MY BRAND STATEMENT: **“To work in a competitive and efficient environment by putting the best of my efforts and skills”**

### **OBJECTIVE:**

* Focused on building my career & experience in the field of service & Sales Industry.
* To capitalize on my abilities in creating excellence.
* To be a specialist in the chosen field of activity.
* To be a responsible and purposeful person with the organization I work with.
* Looking forward to a career in a growth oriented Organization, which appreciates hard work and richly rewards it.

### **EDUCATIONAL PROFILE**

* Graduated
* Higher Secondary Completed
* Secondary School Completed

**WORK PROFILE**

### **Indo european educational services pvt ltd – november 2018 – till date**

### **job title: Branch Manager Chandigarh**

\* Student Counselling and Generating Revenue.

\* Administer and ensure compliance to all sales practices for branch and perform various training sessions for same and coordinate with sales associates to maintain all activity.

\* Administer and review efficient usage of all sales formula and aid and prepare effective sales programs for fields and maintain quality of all images.

\* Prepare list of all prospective customers for sales leads.

\* Manage all marketing plans and programs and provide training to all service personnel to ensure effective customer services according to safe procedures.

\* Review work of all salesperson on weekly and hourly basis..

\* Maintain effective customer relationships and design required business development call program.

\* Execute all strategic business plans and monitor branch sales process and maintain product knowledge.

\* Coordinate with Market Managers and prepare all required reports and ensure achievement of all sales objectives and analyze progress of all activities.

\* Perform appraisals for all branch employees and provide training and counseling as per requirement.

\* Prepare and analyze profit and loss statement for branch and maintain all current business and ensure optimal level of customer services.

### **UFLEX LIMITED – APRIL 2018 – nOVEMBER 2018**

### **job title: guest relation Manager**

* Meets and greet all guests upon arrival and departure.
* Escorts VIP guests CMD’S Office.
* Maintains regular contacts with the guests.
* Records daily activities and complaints in the guest relations logbooks and informs the respective department head.
* Assist all guests utilizing the executive lounge.
* Assists and coordinates with other department to ensure consistent services.

### **tata Sia Airlines Ltd ( Vistara) – October 2015 – march 2018**

### **job Title: Inflight supervisor**

* Attending Business Class VIP Guest serving meals and refreshments throughout the flight.
* Planning Ahead catering requirement according to the customer Preferences.
* Delegate Suitable task to build confidence and create team work spirit.
* Ensure to maintain integrity and confidentiality of the Guest at all times.
* Responsible for the safety of the Guest and Cockpit Crew on board.
* At the end of the journey exhibit courteous, friendly and professional conduct towards passengers and Team .

### **Inter globe Aviation ltd (Indigo) – October 2010 – August 2015**

### **job title: Lead cabin crew**

* Serving meals and refreshments throughout the flight.
* Conduct Preflight check of Safety equipment’s
* Delegate Suitable task to build confidence and create team work spirit.
* Ensure to maintain integrity and confidentiality of the Guest at all times.
* Responsible for the safety of the Guest and Cockpit Crew on board.
* At the end of the journey exhibit courteous, friendly and professional conduct towards passengers.

### **Other Exposure**:

Diploma in Aviation, Hospitality through FRANKFINN INSTITUTE OF AIR HOSTESS TRAINING.

Certified Make up Artist , Various Modeling campaign.

### **ACHIEVEMENTS:**

* Inter school level champion in Basketball.
* Participated and won various Beauty contest in state and International Platform.

### **EXTRACURRICULAR ACTIVITIES:**

* Active participation in other events conducted within the company
* farming
* Exploring places
* Counseling.

**strengths:**

* Positive attitude
* Empathetic and helpful
* Good listener
* Flexible to work under any circumstances

### **PERSONAL DETAILS**:

Name : Bably Marak

Father’s Name : Dharam Raj Joshi

Marital Status : Single

Date of Birth : 21.06.1989

Passport no : Z4583321

Address : H.No. 564, Sukhna Enclave Chandigarh

Sex : Female

Nationality : Indian

Languages known : English, Hindi, Nepali, Bengali & Punjabi.

“I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief”.

Ready To Relocate as per the Organisational Requirement.

(Bably Marak)