**DEEPALI SHARMA**

B-1/301, Manbhawan Apartments,

Plot no-26, sector-10, Dwarka,

New Delhi-110075

Contact: +91 –9643942537 Email: deepalisharma64@gmail.com

**Career Objective:**

Dynamic Marketing Professional with MBA – Marketing - seeking an entry level opportunity with the Marketing and Communication department of an established organization.

**Skill Set**:

* Innovative.
* Positive Attitude.
* Effective Inter-personal skills.
* Good in building & maintaining relationships.
* Problem solving ability.
* Strong counseling & convincing techniques.

**Computer Skills:**

* Basics in Computer
* Internet

**Academic Qualification:**

* Master of Business Administration with Marketing Specialization from Guru Gobind Singh Indraprastha University in 2015 with 69%.
* Bachelor of Hotel Management and Catering Technology from Guru Gobind Singh Indraprastha University in 2012 with 60%
* HSC (Commerce) from CBSE Board with 65% in 2008.
* SSC from CBSE board with 58%. In 2006.

**Summer Training:**

* Completed 6 months training in ITC Sheraton, Saket in 2011.
* Completed 2 months training in Radisson Blu, Dwarka in 2012.

**Internship:**

Study on term deposit scheme at ING Vysya Bank in 2014.

**Responsibilities:**

* Identifying the prospective corporate customers and developing a database.
* Approaching the prospective customers through telephone seeking an appointment.
* Meeting the concerned person and proposing the products.
* Handling queries.
* Making the sale

**Work Experience**

Currently working as a Sales Coordinator with ITC WelcomHotel Dwarka.

**Key Responsibilities:**

* Preparing client database
* Preparing Daily Pickup reports
* Handling In-House Guest queries
* Conduct tours of the hotel and banquet facilities; entertain qualified potential clients
* Respond quickly to guest requests in a friendly manner
* Follow up to ensure guest satisfaction
* Guest Relations (via phone and in person)
* Responsible for responding to all leads and inquiries made to the property via phone, email and walk in clients.

**Personal Information:**

Name: Deepali Sharma

Date of Birth: 30/10/1990

Gender: Female

Marital Status: Single

Languages Known: English and Hindi

Nationality:               Indian

Areas Of interest: Listening Music, Playing Games, Cooking, Surfing on Web.

**Declaration:**

I hereby declare that the above-mentioned statements are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: / / Deepali Sharma