**CURRICULUM VITAE**

**SOURABH KHANDUJA**

3F/42, N.I.T. FARIDABAD

Haryana 121001

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**OBJECTIVE**

* To take up a challenging assignment in a reputed organization, which expects a high level performance & commitment from their members where I can bench mark my skill for an accelerated career growth.

**EDUCATIONAL QUALIFICATION:**

* PURSUING B.A. from Delhi University (Correspondence)

**TECHNICAL SKILL:**

* Basic knowledge of Computer in M.S. Office with Internet.

**WORKING EXPERIENCE**

* Worked with M/s. Modern Buildtech Pvt. Ltd. ( REALESTATE BROKER FIRM ) Bptp Park 81 , Sec 81 Gr.Faridabad for 5 YEARS as a office co-ordinator , admin work , recruitment and also sales & marketing for greater Faridabad properties ( BUILDERS LIKE BPTP , OMAXE , PURI CONSTRUCTIONS etc ) BETWEEN DEC 20 11 to JUNE 2016

( HANDLING OFFICE CO-ORDINATION , LETTER AND EMAIL DRAFTING , MANAGING COURIERS , MAILERS , FAXES , EMAILS FILING SCANNING AND DOCUMENTS , MONITOR OFFICE SUPPLIES , ARRANGEMENT OF MEETINGS AGENDA , PREPARING REPORTS FOR THE MANAGEMENT , ABOVE AVERAGE SKILLS IN ENGLISH ALSO KNOWLEDGE OF MS OFFICE , EMAIL WRITING , LETTER DRAFTING INTERNET BROWSING , TYPING AND OTHER COMMUNICATIONS . CO-ORDINATOR WITH THE INTERNAL STAFF , COMPANY OUTLETS AND CLIENTS )

( ESTABLISHING NEW BUSINESS FROM FRESH LEADS . STRONG FOLLOWUPS TO THE CLIENTS . CONDUCTING SITE VISITS FOR THE CLIENTS PROVIDING DETAILED INFORMATION ABOUT THE PROJECT AND THE PROPERTY TO MACHURE AND CLOSE THE DEAL . NEGOTIATING ON PRICES WITH THE SELLERS AND BUYERS BOTH AND RECOVER THE BROKERAGE . TO IMPROVE SALES PROMOTION AND BUSINESS DEVELOPMENT . CORDINATING BETWEEN BROKERS AND CLIENTS FOR CLOSING SMOOTHLY THE DEAL . )

* Worked with M/s I TRIP KERALA , Sec 16 , Faridabad (A TRAVEL AGENCY ) As a Office Coordinator Cum Travel Consultant , handling Air Ticketing , Hotel bookings , Tour packages Making Itenaries Etc For 1 YEAR , 6 MONTHS BETWEEN JUNE 2010 to DEC 2011 .

( DESIGNING ITINERARY , COSTING AND BOOKINGS HOTELS . HANDLING CUSTOMERS FOR DOMESTIC AND INTERNATIONAL HOLIDAY PACKAGES . WOULD REQUIRE EXISTING HOLIDAY PACKAGE OR BUILDING ENTIRELY A NEW PACKAGE AS PER CUSTOMER NEEDS . TICKETING AND FARE CONSTRUCTION DOMESTIC AND INTERNATIONAL . VISA / PASSPORT APPLYING AND PROCESS , TIMELINES , CUSTOMER LIASON MANAGE APPOINTMENTS SHEDULING INTERVIEWS ETC . TRAVEL TOUR LOGISTICS – LAST MINUTE LOGISTICS FOR AIR GROUND ACCOMADATION FOR NEW MEDIA MANAGE TOUR ACTIVITIES REMOTELY , LIASION WITH HOTEL , DRIVER , GUIDES ETC ABILITY TO MANAGE 4 – 5 TOURS CONSECUTIVELY . VENDOR RELATIONSHIP MANAGEMENT – HOTELS , TOUR OPERATORS , AIRLINES ETC . BILLING CO-ORDINATION – CLIENTS , VENDORS AND INTERNAL ACCOUNTS TEAM . CUSTOMER LIASON – ENSURE CUSTOMER NEEDS AT THE EARLIEST , TIMELY COMMUNICATION WITH THE CUSTOMERS . DEVELOPING CUSTOMIZED MONTH LONG ITINEARY THROUGH ITERATIVE PROCESS WITH CUSTOMERS AND VENDORS . LAST MINUTE / URGENT TRAVEL PLANNING HANDLING AND EXECUTION FOR INTERNATIONALY RECOGNIZED AND WINNIG JOURNALIST TO TRAVEL TO / FROM REGIONS FROM NEWS REPORTING . )

( ALSO HANDLING OFFICE CO-ORDINATION FOR THE STAFF FOR THEIR REQUIREMENTS IN THE PRESENCE AND ABSENCE OF THE OWNER )

* Worked with M/s Bobs Restaurant , Sec 55 , Faridabad As a Restaurant Manager For 1 YEAR BETWEEN JAN 2009 to JAN 2010 .

( TO SUPERVISE DAILY RESTAURANT OPERATIONS AND ASSISTS WITH MENU PLANING , MAINTAINS SANITATION STANDARDS AND ASSISTS SERVERS AND HOSTS ON THE FLOOR DURING PEAK MEAL PERIOD . RESPONSIBILTY OF MONITORING THE QUALITY OF FOOD AND SERVICE . TO ACHIEVE GOOD QUALITY AT LOW COST AND MAINTAING HIGH STANDARD OF HYGIENE AND CUSTOMER SATISFACTION . CONTROLING DAY TO DAY OPERATIONS BY SHEDULING LABOUR ORDERING FOOD & SUPPLIES & DEVELOPING RESTAURANT TEAM . ENSURING HEALTH AND SAFETY REGULATIONS ARE STRICKLY OBESERVED AND RECORDED . KEEPING TO BUDGETS AND MAINTAING FINANCIAL RECORDS . ENSURE FOOD QUALITY AND 100 % CUSTOMER SATISFACTION . ENSURE A SAFE WORKING AND CUSTOMER EXPERIENCE ENVIROMENT BY FACILATING SAFE WORK ENVIROMENT )

* Worked with M/s. KOLKATA BENAPOLE ROADLINES PVT LTS , SEC 58 , Faridabad for 2 years as a FLEET MANAGER , OFFICE CO-ORDINATOR AND OPERATIONS BETWEEN Dec 2006 to Dec 2008 .

( HANDLING OPERATIONS OF TRANSPORTATION , DISPATCHING , ROUTING AND TRACKING OF THE FLEET . SUPERVISE SHEDULING OF SHIPMENTS , PLACEMENT OF VEHICLES AT LOADING AND UNLOADING POINTS , ALSO RESPONSIBLITY FOR GETTING THE RIGHT PRODUCTS IN RIGHT QUANTITIES FROM THE RIGHT LOCATIONS ALL AT THE RIGHT TIME . VERIFICATION OF STAFF PRESENT AT LOADING / UNLOADING POINTS . CO-ORDINATION WITH UNLOADING STAFF REGARDING SHORTAGE CASES IF ANY . REVIEW WITH CASHIER AND CLERK WITH PRODATA BASIS . VISIT TO THE CLIENTS FOR CRITICAL ISSUES LIKE DELAY / NON PLACEMENT / SHORTAGE / DAMAGE AND DETENTION ISSUES . HANDLING DAY TO DAY OPERATIONS OF THE TRANSPORT DEPARTMENT , EFFICIENTLY MANAGING A TEAM OF DRIVERS , MECHANICS AND VEHICLES . ABILITY TO PRIORITIES WORK AND MANAGE TIME EFFICTIVELY , MANAGE MULTIPLE TASK RELATED TO TRANSPORT TOTAL CONTROL OVER POD’S COLLECTION AND DISPATCH ON TIME . TIMELY COLLECTION OF PAYMENT WITHIN THE COMPANY POLICY CREATED A HIGH STANDARD OF PRACTICE THAT CONFIRMS WITH COMPANY PHILOSPHY )

**PERSONAL DETAILS**

* Father’s name – Late Sh. K.L.khanduja
* Date of birth - 8 June 1987
* Family – one brother , one sister married, mother housewife

DATE –

Place : Faridabad

**( SOURABH KHANDUJA )**