**SHAMMI KUMAR .**

Permanent Add: West Guru Angad Nager, Laxmi Nager, Delhi

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Mobile : +91-8222858999

**EDUCATION QUALIFICATIONS .**

* **MBA In Sales And Marketing** (2011 – 2013)

Pune University, Pune, Maharastra.

* **BBA from Pune University In Marketing**: (2009-2011)

Pune, Maharastra.

* **Higher Secondary** in **Commerce and Physical Education** (2007-2008)

# CBSE Board, Mann Public School, HolambiKhurd, Delhi.

**SOFTWARE PROFICIENCY .**

* Front End : VB 6.0 (Visual Basics)
* Hotel Software : Protel
* Web Designing : HTML

**WORK EXPERIENCE . (TOTAL: 6 YEARS)**

* Previously, working for **SAB BRANDS INDIA, DELHI** (Since Sept 2014) As Sales & Marketing Exe.

Majority of my job responsibilities includes,

1. Analysed prospective untapped market to generate revenue for the company.
2. Assisted sales manager and director in framing strategies.
3. Met existing customers to determine their needs & solicit their further business.
4. Taking proper follow up & try to convert them.

* **Working With CITRUS HOTELS & RESORTS, JAIPUR (from Jan 2016)** As Sales & Marketing Exe.

Majority of my job responsibilities includes,

1. Contacted representative of corporate, business associations & social groups to solicit business for hotels.
2. Met existing hotel customers to determine their needs & solicit further business.
3. Verified reservations by mails, drew up contract & obtained signatures.
4. Prepared and mailed advance brochures to prospective customers
5. Selected and released hotel publicity.
6. Called on prospects to solicit business, analyzed requirements of function, outlined available hotel facilities and services offered and quoted prices.
7. Conferred with customers and hotel department heads to plan function details such as space requirements, publicity, time schedule, food service and decorations
8. Served as convention advisor and coordinator during function to minimize confusion and resolve problems.

**Working with CITRUS & KYRIAD HOTELS Regional sales office (Gurgaon Area) (from Jan**

**2016 till now)** As Assistant Sales & Marketing Manager.

Majority of my job responsibilities includes,

1. Contacted representative of corporate, business associations & social groups to solicit business for hotels for PAN India.
2. Met existing hotel customers to determine their needs & solicit further business.
3. Verified reservations by mails, drew up contract & obtained signatures.
4. Prepared and mailed advance brochures to prospective customers.
5. Selected and released hotel publicity.
6. Called on prospects to solicit business, analyzed requirements of function, outlined available hotel facilities and services offered and quoted prices.

**Working with Intellistay Hotels Pvt Limited Regional Sales Office As a Sales Manager (from Oct 3 2019- Till now)**

Majority of my job responsibilities includes,

1. Contacted representative of corporate, business associations & social groups to solicit business for hotels.
2. Met existing hotel customers to determine their needs & solicit further business.
3. Verified reservations by mails, drew up contract & obtained signatures.
4. Prepared and mailed advance brochures to prospective customers
5. Selected and released hotel publicity.
6. Called on prospects to solicit business, analysed requirements of function, outlined available hotel facilities and services offered and quoted prices.
7. Conferred with customers and hotel department heads to plan function details such as space requirements, publicity, time schedule, food service and decorations
8. Served as convention advisor and coordinator during function to minimize confusion and resolve problems.

**EXTRA CURRICULAR ACTIVITIES.**

* Actively participated in Inter- House Dramatics at School Level; Held a leadership role of multiple events at School and College.
* Actively participated in multiple non-profitable events held by Rotary Club of Ghaziabad.
* Held a role of School people leader and received multiple appreciations.
* Participated in School Basket Ball team and Horse-riding shows.

**PERSONAL SKILLS .**

Comprehensive problem solving abilities, good verbal communication skills, ability to deal with people, willingness to learn and works in team or as an individual and a hard worker.

**DECLARATION .**

I hereby assure that the above furnished details are true to my best of knowledge and shall provide with references and supporting documents on request.

Place :

Date : (SHAMMI KUMAR)