

EDUCATION QUALIFICATIONS

- Graduation in BBA (2001),
- University of Wollongong (AUSTRALIA)
- High School C.B.S.E Board (1996)
- The Indian high school (DUBAI U.A.E)

Apparel Design and clothing Technology (AD&CT) in Dubai

International Institute from Nift also affiliated with FIT, New York (2002)

(The Leaders in Apparel Design and clothing Technology (AD&CT))

Trained in computer web designing from the Middle East affiliate

Of the American Technical Academy. Dubai, (U.A.E.) (2001)

Trained and certified in value Education for organisations

*** TEACHERS TRAINING ENGLISH LAUNGUAGE PRONOUNCIATION CERTIFICATE FROM IALF BALI INDONESIA.**

***CERTIFIED ENGLISH LAUNGUAGE PROFICIENCY CERTIFICATE FROM EUROPEAN LAUNGUAGE CENTER BERLITZ DUBAI (U.A.E)**

***CERTIFIED BY MEDIC ONE FIRST AID SERVICES FOR PEDRIATIC AND PARENTS AND CAREGIVERS BY AMERICAN AFFILIATED 999 EMERGENCY SERVICES.**

Kashish Samtani

Communication Consultant and Hospitality and CSR, SALES AND MARKETING REPRESENTATIVE

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PROFILE

A graduate with strong communication and organizational skills gained in service industry, now seeking to move in a position which will help me achieve further personal and career growth. I possess excellent verbal & written communication skills and I am able to relate to a wide variety of cultures and viewpoints. All these skills have been enhanced during all the work experiences I have gained over the years. I want to put my work experience in the leading companies as "product advisor" and "Communication Consultant" with excellent telephonic ability.

ACHIEVEMENTS

I have been really successful, in changing and bringing about change in the office environment so much so that, they were happy to recommend me. A learner with an outgoing personality, determined and confident.

WORK EXPERIENCE

SHARAF TOURS –(DUBAI U.A.E)(2017-present)

Hospitality Relations Manager

Company profile

Sharaf tours are very well known and reputed tours in the heart of Dubai. They deal with all clients from UK, UNITED STATES, and CANADA., organising cruises and tours, airport pick up and drop and all sorts of various facilities for all local and international guests, who might want to be associated with first class tour services and facilities. I have had the opportunity to assist them several times in handling their overseas guests at various hotels.

Responsibilities (Brief Summary)

Worked for various International cruises and European cruises such as P&O cruises, Silversea cruise line, MSC cruises, Cunard cruise, Norwegian cruise line, Crystal cruises, Regent cruise, Prestige cruises etc. handling their hospitality desks at various hotels such as Anantara Palm

TRAINED AND CERTIFIED
BY EURO LINK FIRST AID
GIVER DUBAI (UAE).

HOLDING DUBAI
GOVERNMENT UAE
LICENCED TOUR
GUIDING. HAVE ASSISTED
VARIOUS GROUPS OF
TOURISTS EVER SINCE
2020 FOLLOWED BY 2021.

LANGUAGE SKILLS

Languages : English, Hindi &
Indonesian

- Advising existing customers and new ones about the features of the website and benefits of taking memberships for their profile.
- Obtaining feedback from customers on our products and services to enhance our internal capabilities.
- Enabling business growth by developing and managing services.

MINISTRY OF EDUCATION – (JAKARTA (INDONESIA) (Jan 2015 – May 2017)

Communication Consultant

Company profile

The **Ministry of Education and Culture** is a government ministry which organizes early childhood education, elementary education, secondary education and community education affairs and the management of culture within the **Indonesian government**. The ministry formerly organised higher education affairs until the presidency of **Joko Widodo**, when higher education affairs were transferred to the **Ministry of Research, Technology and Higher Education**.

Responsibilities (Brief Summary)

- Develop effective corporate communication strategies
- Manage internal communications (memos, newsletters etc.)
- Draft content (e.g. press releases) for mass media or company website
- Organize initiatives and plan events or press conferences
- Liaise with media and handle requests for interviews, statements etc.
- Foster relationships with advocates and key persons
- Collaborate with marketing professionals to produce copy for advertisements or articles
- Perform “damage control” in cases of bad publicity
- Facilitate the resolution of disputes with the public or external vendors
- Assist in communication of strategies or messages from senior leadership

FOOD AND MANUFACTURING COMPANY DUBAI UAE SEPT(2017-2018)

Procurement manager telesales

. * making meetings with clients

- Making calls to clients
- Conducting meetings
- Making deals
- Making LPOS
- Finishing deals until delivery of product is done
- Follow up with clients
- Public relation with the company

Residences, Sofitel Palm hotels and resorts, Holiday inn airport hotel, Park Regis line of hotels(BURDUBAI), Taj dubai Hotel and many more.

Also worked as seasonal passport control and immigration officer at Dubai Port Cruise Terminals at Mina Rashid, Dubai U.A.E. handling passport and immigration of the international guests. Handling escorts etc.

WORK EXPERIENCE:

March 1996 to April 1997

Marketing experience at Kingsway trading.

Company (importers and exporters in Textiles)-

Dubai (UAE)

Arranged marketing and promotional campaigns for the company's product: i.e. textiles, Assisted the company's Executive director during negotiations with clients.

March 1998

Worked for the economic development in the sales merchandising and customer service department as a customer service and as sales executive for the Dubai shopping festival (DSF'98) and was awarded a certificate of appreciation for the work done in success by H.H Sheikh Ahmed Bin Saeed Al Maktoum- Dubai (UAE)

KINGSWAYS TRADERS LLC– (DUBAI U.A.E) (Aug 2016 – 2017)

Marketing Manager

Company profile

Kingsway Traders LLC based in the United Arab Emirates (UAE), has played a prominent role in the Textile Industry for over 30 years. Kingsway Traders LLC is the leading wholesaler and distributor of Fashion fabrics. The primary setup is in Dubai. The Export market is vast moving towards MENA region (Morocco, Saudi Arabia, Bahrain, South Africa) and to UK and some parts of Europe like Sweden & France. An extension towards retail expansion has also caught interest with new ventures always in the pipeline.

Responsibilities (Brief Summary)

- Handled customer queries related to Product.
- Responsible for the new business development and performance of all sales activities related to products in assigned market.
- Establish plans and strategies to expand base in the sales area for attainment of company sales goals and profitability.
- Bridging a strong relationship with territory Managers, customers, customer needs & Stockers for quick & smooth Ordering & Induction.
- Update reports to central managers, territory managers regarding sales target, companies revenue and customers satisfaction.

To whom it may concern,

I take pleasure in forwarding my resume for consideration.

My proficiency in marketing, research and writing speaks for itself owing to the successful campaigns that I organize. Particularly, I am very effective in managing all kinds of marketing and public relations activities, promotional campaigns, public relations, event management, and the execution of marketing plans.

My ability to identify target markets before designing a marketing campaign has resulted in a significant increase in corporate and individual clients at economic government department Media. Additionally, my strong communication skills and an outgoing, energetic personality ensure first-rate customer service and the ability to deal with people with varied personalities and expectations. Moreover, I am highly skilled in researching competitive markets, and emerging market trends as well as needs and wants of customers to develop the most effective marketing niche.

I will prove to be an excellent organizer and communicator, both written and spoken. I am a confident and effective person who models good work habits and exhibits a positive attitude at all levels. I am tolerant, curious, and appreciative of different work patterns while remaining committed to deadlines. I am well accustomed to fast-paced environments. I possess exceptional organizational, administrative and interpersonal skills. I thrive on a busy work schedule and work very well with minimal supervision. I look forward to new challenges and experiences and will prove to be a quick learner.

I hope you find my credentials of interest and I would welcome the opportunity to meet with you to discuss my candidacy in greater detail and how I can be a valuable asset to your organization. If you have any questions or concerns, please feel free to contact me and I look forward to hearing from you at your convenience.

Kashish Samtani