

CURRICULAM VITAE



Nikshith M S

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Objective

To become an integral part of a professional managed reputed organization, to utilize my administration and managing skills for a mutual growth.

Experience Summary

- Worked at Shanthi Castle International Premium hotel has a Front office executive for 2 years.
 - Worked at B-easy solution Private limited Bangalore under Bhuwalka Steel has a SalesDeveloper for 9months.
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1. Company Profile

Shanthi Castle International Premium Hotel

"Shanthi Group is a trusted name in hospitality business with an unblemished track record of over 42 years". With long years of experience in attention to detail innovation, its success is a testament to quality products and utmost professionalism. The group has now branched out into diverse fields such as hotels and resorts, tours and travel management, art and gift emporium etc. With its luxurious style, world class amenities and aesthetic appearance, Coorg is one of the best loved vacation spots in Karnataka.

Job Responsibilities held as a Front Office Executive.

- Maintained optimal room position and occupancies to generate maximum Hotel revenues.
 - Liaised with guests to create goodwill.
 - Collaborated with travel agents, charters and sales offices in connection with guest reservations.
 - Performed all activities related to customer receivables.
 - Kept records of all sales inquiries and actual sales.
 - Responsible for managing incoming recorded documents and entering information into database.
 - Maintained and updated calendars for clients and agents for times and dates of settlements.
 - Performed check-in and check-out activities for an average of 35 guests per shift
 - Prepared the Standard Operating Manual for Guest Profile Update Report
 - Handled guest complaints and requests in a professional manner.
 - Coordinated group arrivals and departures in a timely fashion
 - Prepared night audit, daily occupancy and variance reports
 - Coordinated special billing arrangements and requests
 - Generation of revenue reports on daily basis.
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2. Company Profile.

B-Easy Solutions India Private Limited

We “B Easy Solutions India Private Limited” are acknowledged organization, are engaged as manufacturer, wholesaler and trader of TMT Bar, Contraction Cement, Artevia Decorative Concrete, Construction Aggregate and many more. It was established in the year 2016 at Bangalore, Karnataka. The products which are manufacture are largely appreciated by our clients for their surprising finish, brilliant excellence and cost efficient nature.

Job Responsibilities held as a Sales Developer.

- Hold intelligent and engaging conversations over the phone and email
 - Respond, engage and qualify inbound leads and inquiries
 - Demonstrated ability to collaborate with a distributed sales team
 - Strong and professional communication skills -- written, verbal, presentation
 - Collaborate with sales and marketing team members on strategic sales approach
 - Ensure successful follow through of sales cycle by maintaining accurate activity and lead qualification information in CRM application
 - Familiar in testing all kinds of construction materials.
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Technical Skills

Internet tools: Internet, MS office: MS word, MS excel, MS PowerPoint, Basic Computer Languages

Software Skills

Web Development-HTML, PHP, SQL

EDUCATIONAL BACKGROUND:

BCA from St Philomena Degree College - Puttur, Mangalore University.

P.C.M.C from Good shepherd composite PU college, Ammathi S.coorg.

S.S.L.C from Good shepherd composite PU college, Ammathi S.coorg.

ACADEMIC PROJECT:

Project: School Management System.

Front- end : PHP

Back- end : My-SQL

Personal Details:

Father's Name : Shashi M C

Mother's Name: Rema M S

Date of Birth : 02.05.1996

Languages known : English , Kannada , , Malayalam, Tamil, kodava

Hobbies : Football, Listening Music.

Nationality : Indian

Marital Status : Unmarried

Address: Karmad village,
Ammathi. Kodagu Dist-571211

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Passport Number : T9456258

Declaration

I hereby declare that the information given above is true to the best of my knowledge. I shall show sincerity and dedication in my work, which will prove to be honest and hard work.

PLACE: Dubai

(Nikshith M S)