

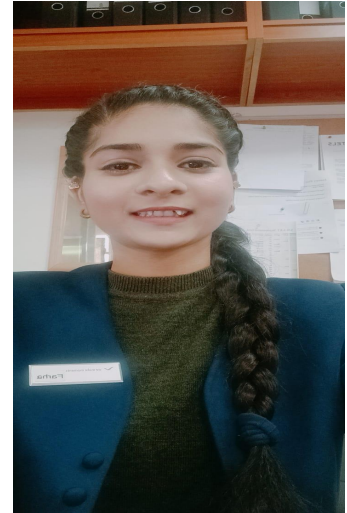
# Farha Naaz

## Sales coordinator

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## Experience

### Sales Coordinator

The Movenpick Hotel

Kuwait city, Kuwait.

October 2021 - March 2022

### Group Sales Coordinator

The Grand Hotel Asansol

20th August 2018 - January 2019

Assist with preparing and processing of individual hotel contracts

Coordinate group requirements with all operational departments within the

hotel under manager's direction

Maintained sales records and report goal setting to sales team managers

Created and distributed presentations and supporting documents to help sales

team generate business leads

Organize and attend sales training meetings

Complete orders and keep customers informed of delivery dates and delays

Promptly responded to customers' calls and emails

Organized a filing system that keeps all active sales files available in hard copy

form and digitally

Ensured inventory of custom sales materials including brochures and folders

Contact customers to set up appointments

Ensure the adequacy of sales-related equipment or material are

available at all  
times.

Other duties as assigned by the Director or sales or the  
management.

A.G.CHURCH I.C.S.E SCHOOL – ASANSOL, WEST BENGAL

### **ENGLISH TEACHER**

April 2014 – July 2016

Creating a classroom atmosphere which is comfortable and at the  
same time stimulating, thereby helping students to grasp grammar  
and

furthering their knowledge of literature.

Teaching students how to read, write and speak English in a large  
and

successful comprehensive. Providing a classroom presence and  
contributing to the positive ethos of the school. Putting students  
first

by demonstrating energy, vision and creativity.

## **Commercial Experience**

03 years dedicated to Hospitality Sales

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## **Skills**

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- Demonstrated ability to be proactive and take the initiative to get things done
  - Be able to operate successfully in a rapidly changing, ambiguous and less defined environment
  - Strong written and verbal communication skills
  - Honest with High Integrity
  - Be a natural team player and have a desire to work with others for broader success
  - Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects.
  - Print Daily Sales reports for each sales manager and submit them to the Director of Sales.
  - Print Sales manager productivity reports for each sales manager and submit them to the Director of Sales.
  - File and retrieve documents and reference materials.
  - Conduct research and collect data to prepare reports and documents.
  - Utilizes efficient sales strategy for the maximization of hotel revenue.
  - Coordinates necessary arrangements with vendors relating to sales.
  - Establishes strong relationships with vendors to ensure maximization of hotel revenue.
  - Ensures all documents produced by the Sales Department (i.e. BEO's, contracts, rooming lists, proposals) are completed accurately and on time.
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## Education

- **Vinoba Bhava University,**  
2017 - 2019  
B.Ed. (Bachelor in Education)
- **Jaipur University, Jaipur,**  
2017 - 2019  
M.A (Master of Arts) English
- **Vinoba Bhava University,**  
2014 - 2017  
B.A (Bachelor in English Hons)
- ***Burnpur RiverSide School C.B.S.E Board,***  
*2011-2013 Intermediate in Commerce*  
*(10+2) with First Division*

## Life philosophy

Keep calm and stay optimistic.