



MAYURI DAS

SALES COORDINATOR

EXECUTIVE SUMMARY

Highly organized and well-experienced conference & events coordinator with over 1.5 years of successfully planning and managing parties, corporate meetings, trade shows, expositions, and weddings.

MY EXPERTISE

- MS Office
- Customer service
- Customer Relationship Management
- Data Entry
- Contracting
- Packaged Consumer Goods Sales
- Corporate sales account management
- Proven ability to maintain composure during high level events.
- Highly organized; detail oriented coordinator.

HOW TO CONTACT ME

Permanent Address: 34, Subarnapath
Natan Chachal VIP Road Sixmile,
Assam (Guwahati) 781022
Country : India
Phone: (+91)9909662573
Email: mayuridas1410@gmail.com

LANGUAGES

- English (Full Professionally proficiency)
- Hindi (Full Professionally Proficiency)

RELEVANT EXPERIENCE

SALES COORDINATOR

Hilton Garden Inn Gurugram | June 2019 - October 2020

- Maintaining B2B relation.
- Maintaining and managing liaisons with different corporate and PSU organizations.
- Comprehensive study and understanding of sales budgets and review of the same, being a part of a very professional team.
- Maintaining customer relationship & Retention techniques.
- Effectively communicated with clients to find solutions for account issues and addressed questions and concerns about our service through personalized, professional communication.
- Negotiates with vendors and suppliers for the best terms, conditions, and arrangements. The objective of the negotiation is to increase the value of service without compromising the budget.
- Updated all client records in the company's database.
- Scheduled all meetings with interested and confirmed parties. Agenda included type of booking, payment schedules, budgeting and planning, theme/ motif, giveaways, and timetable.
- Developed relationships with established accounts while acquiring dozens of new accounts.
- Coordinated the administration of product orders, serving customer needs, and ensuring delivery.
- Follow up to ensure that appropriate actions were taken on customer's requests.
- Keeping records of customer interactions, transactions, recording details of inquiries, complaints, and comments, as well as actions taken for Better Business.

Sales & Catering Trainee

Novotel Guwahati | March 2019 - May 2019

- Preparing agreement for the Companies.
- Visited corporate client offices to offer the latest products
- Built relationships with clients to maintain sales goals and create new opportunities.

EDUCATIONAL BACKGROUND

Bachelor in Hotel management and catering technology from NCHMCT/ IGNOU IHM Ahmedabad

*Graduation
June 2015 - May 2018*

- Bachelor's Degree in Hotel Management
- Industrial training at The Grand Hyatt Mumbai (Part of third semester)

kendriya vidyalaya A.F.S Arjangarh, New Delhi

Schooling May 2015

- Passed (10+2) from kendriya vidyalaya A.F.S Arjangarh, New Delhi in 25/05/2015
- Passed (10TH) from kendriya vidyalaya A.F.S Arjangarh, New Delhi in 30/05/2013