

CURRICULUM VITAE

SHWETA KHANNA

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A passionate professional with regular MBA degree, looking for the growth oriented and challenging opportunities, to effectively utilize my skills in order to increase sales, enhance marketing and improve operations which may contribute towards smooth running and success of the organization.

Came to United stated on 1st November, 2019 on spouse visa from India. I have worked and completed all my education in India only. Presently working with Subway store (Jackson Road) on part time. Look forward for the good opportunity where I can enhance my skills and earn as per my contribution towards smooth running of organization.

Work Experience & Profile

Deputy Sales Manager- Corporate Sales, The Pllazio Gurgaon (17th July, 2017 to 3rd May, 2018)

Assistant Manager- Banquet Sales, The Bristol Gurgaon (10th October, 2016 to 15th July, 2017)

Catering Sales Executive - ITC Grand Bharat, Gurgaon (1 March, 2016 to 4th October, 2016)

Catering Sales Executive -The Gateway resort by Taj (Nov 2014 to Feb 2016)

- Responsible for Corporate and Travel Agent Room Sales for the hotel
- Update action plans and financial objectives quarterly.
- Identify new markets and business opportunities and increase sales.
- Represent Hotels in various events and exhibition.
- Implements all sales action plans related to my market areas as outlined in the marketing plan.
- Conducts daily sales calls and arrange site inspection trips to hotels by corporate clients.
- Provide the highest quality of service to the customer at all times.
- Acquiring and developing new business accounts and preparing sales proposals for clients.
- To maintain and grow food & beverage sales from existing client base
- Meet and exceed all agreed sales targets set by the Sales Director
- Efficiently respond to all customer enquires in a polite and timely manner
- Provide weekly and monthly sales activity reports
- Develop and deliver sales presentations to potential customers
- Produce clear and accurate Event Catering Schedules within set deadlines
- Organize and attend client meetings both internally and externally

Reasons for change: Personal reasons: Marriage, pregnancy and address change.

**Hotel coordinator with “Crown Plaza” and “Holiday Inn” (December 2013 to November 2014),
Mayur Vihar, New Delhi (TLC® Relationship Management (Pvt) Limited).**

- Welcome and meet guests and Members during meal times at the restaurants and resolve any queries plus generate leads for new Memberships.
- Maintain and build good working relationship with the Hotel Teams to facilitate training and handle queries relating to any Members or new Customers and ensuring that the loop is closed in a satisfactory and timely manner.
- Engage in direct sales activity during non busy hotel hours to generate Leads and New Memberships. Manage and drive all Program Kiosk / Desk at any event inside or outside the Hotel.
- Support the Member Help Desk on the Phone when required.

QH Talbros Ltd –Marketing Executive (May 2012 to July 2013)

- Brand Management, Event Management.
- Coordinating company representation at relevant conferences and exhibitions.
- BTL Marketing Activities like leaflet distribution, Banners and other print media.
- Writing and designing of new marketing material & website content
- Social Media Management - FB, Linked In, Twitter, etc
- Taking part in Exhibitions and campaigns.
- Search and identify new ways for online brand development & promotion.

Educational Qualification:-

- MBA (Marketing & HR), 2012 from Samalkha Group of Institutions, Affiliated through Kurukshetra University.
- BBA (Computer Aided Management), 2009 from DAV Institute of Management, Faridabad, Affiliated through MD University.
- Class 12th (Commerce) from Modern School, Faridabad Affiliated from CBSE Board.
- Class 10th from St. Peter's Convent School Affiliated from CBSE Board.

Computer Skills:-

- Familiar with Windows7, Windows XP, various browsers and Designing software's like Photoshop and CorelDraw.
- HTML, Ms- Office, **Internet Marketing (SEO and SEM).**

Strength:-

- Passionate, confident and good communication skills.
- Easy Going and self motivated.
- Initiative and creative thinking.

Achievements:-

- University Topper of CFM subject in BBA(CAM).
- DAVIM Scholarship holder.
- Active Participation and many prizes in cultural activities in school and college.
- Worked as a licensed insurance Advisor with Tata AIG and achieved many best performance certificates.
- Entitled as wedding specialist in Taj.

Personal Details:-

Date of Birth	:	18 th August, 1989
Husband's Name	:	Mr. Gaurav Madaan
Language Known	:	Hindi, English and Punjabi
Areas of Interests	:	Blogging, Cooking, Drawing
US Residence Status	:	Green card on the way

DECLARATION:

I hereby declare that above information is correct to the best of my knowledge and belief.

Date:

Place:

(Shweta Khanna)