

# CURRICULAM VITAE



## Personal Details

NAME: Dhrubojoyti Dutta

Address: Flat NO.3, Niman Building Someshwarwadi, Pune, Maharashtra

Tel No (Cell):+91- 9730597615

E-Mail Address: dhruvdastar89@yahoo.in

Date of Birth: 24 November 1989

Nationality : Indian

Marital Status : Single

Gender : Male

Driving License : ML 0520120001654

## Objective

I am seeking for a suitable position in a reputable organization where I can increase my skills through hard working with putting my best effort in the growth of the organization.

## Work Experience.

### ❖ 7 Apple Hotels Pvt. Ltd., Pune ( 23<sup>rd</sup> Oct 2018 to 31<sup>st</sup> October 2019 )

- **Sales and Marketing as Sales Manager.**
  - Leading/managing the Team member
  - Sales call with corporate company as well as travel agency.
  - Maintaining Personnel relationship with new client and existing client.
  - Making corporate tie up with companies and travel agencies.
  - Selling room, conference and banquet hall for pan India.
  - Cross selling
  - Making DSR report on daily basis.

### ❖ Siesta Hospitality Pvt. Ltd., Pune ( 04th December 2017 to 12<sup>th</sup> October 2018 )

- **Sales and Marketing as Business Developers Manager.**
  - Leading/managing the Team member
  - Sales call.
  - Maintaining Personnel relationship with client.
  - Making corporate tie up with companies and travel agencies.
  - Selling room, conference and banquet hall for pan India.
  - Cross selling
  - Making DSR report on daily basis.

❖ **Hotel Le Royale Residency , Pune** (10<sup>th</sup> August 2015 – 30<sup>th</sup> Nov 2017 )

● **Sales and Marketing as Asst. Manager.**

- Sales call
- Maintaining Personnel relationship with client
- Making corporate tie up with companies.
- Selling room, conference and banquet hall.
- Making DSR report on daily basis.

❖ **The Pride Hotel, Pune** (17<sup>th</sup> December 2012 – 09<sup>th</sup> September 2014)

● **Corporate Central Reservation as Reservation Executive.**

- Handling Online Travel Agencies.
- Handling Online Travel Agencies Extranet.
- Rates Updating for the Pride Hotel Website and OTA'S Extranet for all the Pride properties.
- Sold Out for all the properties.
- Handling telephone calls.
- Feeding the packages in websites.
- Making Monthly day Report (MTD)
- Handling bookings for all the Pride properties in all over India.

❖ **Cypress Hotel ,Pune** (8<sup>th</sup> Feb 2012-10<sup>th</sup> September2012)

● **Front Office Supervisor.**

- Handling Reservations.
- Handling check in & check out
- Handling Telephone Calls
- Supervising the team
- Co-ordination of pick up and drop.
- Handling C- FORM for the foreigner guest
- Handling day to day activities

❖ **Fortune Hotel Inn Jukasso, Pune**

● **Front Office Associate**

(14<sup>th</sup> Feb 2011- 2<sup>nd</sup> Feb 2012.)

- Handling check in & check out
- Handling Telephone Calls
- Co-ordination of pick up and drop.
- Handling C- FORM for the foreigner guest
- Handling day to day activities
- Handling Reservations.

### **EXTRA CURRICULAR ACTIVITIES:**

- ❖ **Certified on Modules related to Hospitality (E-learning) from The Pride Hotel.**

### **Qualifications**

- **Completed 10<sup>th</sup> from Jail Road Boys Higher Secondary School from Meghalaya Board of School Education (MBOSE) from Shillong-793001 (2006)**
- **Completed Higher Secondary from Umshyrpi College (MBOSE) from Shillong-793001 (2008)**
- **Completed Industrial Training from The Lemon Tree Hotel, Chennai in the year (2010)**
- **Diploma in Hotel Management & Catering Technology (DHMCT) from Metropolitan Collage of Hospitality Studies, Hadapsar Pune – 411028 (2009-2010)**

### **Languages**

**English (reading, writing and speaking)**  
**Hindi (reading, writing and speaking)**  
**Bengali (reading, writing and speaking)**

### **Strengths**

- **Confident personality, Friendly Nature & Good Appearance.**
- **Excellent communication and interpersonal skills.**
- **Hard worker and a quick learner.**
- **Resourceful and systematic in undertaking responsibilities.**
- **Good in handling situations.**

### **Interests**

- **Adventures, Net Surfing, Travelling and Listening Music Are The Areas Of My Interest In Extra Curricular Activities.**

### **DECLARATION:**

**I hereby solemnly affirm that all the details provided above are true to the best of my knowledge and belief at all times, I shall carry me in a manner that.**

**Yours Faithfully  
Dhrubojoyoti Dutta**