

## Umar Ansari

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### PERSONAL STATEMENT

My career objectives are twofold. It is my goal to deliver my duties as sales manager to the fullest satisfaction of all members of (company), using my skills with customer service. Finally, as my long term objective, I would like to continue working for the betterment of the company, taking on new responsibilities until I can serve as part of the management.

### Job Responsibilities:

- Managed day to day operations of the banquet facility. This included booking and confirming a broad.
- Negotiated pricing including sales minimums and menu pricing, conduct site visits, prepare and send out proposals and contracts and assist with menu selection with great attention to detail.
- Up sold menu items to maximize revenues while providing increased value and an exceptional experience to our guests.
- Effectively communicated and work closely with Banquet, Culinary and all other operational departments to ensure smooth execution of all events .
- Ensuring the satisfaction of clients by providing superior customer service.
- Prospected new business by conducting quality outside calls and networking including attending marketing events
- Continually met and exceed revenue goals.

### EMPLOYMENT HISTORY

#### DAYS INN BY WYNDHAM, PANIPAT

##### 10/18-Present(Sales Manager)

- As a Sales manager I am responsible to develop and foster business through pro-active direct
- Sales marketing, telemarketing, direct mail, appointment calls and tours of the hotel.
- Also develops strategic action plans for hotels to drive measurable.
- Incremental sales revenue.
- Promoting and marketing the business

#### DAYS INN BY WYNDHAM, PANIPAT

##### 05/17-09/2018(Assistant Manager)

- provide administrative and operational support to Hotel Managers.
- Their duties include handling correspondence, training new employees,
- taking phone calls, assigning tasks, monitoring staff when the Hotel Manager is not present,
- Doing paperwork. monitor the tasks of personnel and workers,
- set goals and plans to promote and improve the service of their department;
- In all Banquet and Meeting rooms in keeping with the standards prescribed by management.

##### 01/2015-04/2017(Sales Associate)

#### DAYS INN BY WYNDHAM, PANIPAT

- Banquet booking, Birthday party.
- Kitty party, Anniversary, Marriage arrangements
- Handled all types of booking regarding customer convenience
- Surveyed hotel premises, inquired short terms issue and solved.

##### 02/2012- 12/2014(restaurant manager)

#### Meer hotel New Delhi

- Recruiting, training and supervising staff.

- Agreeing and managing budgets.
- Planning menus.
- Ensuring compliance with licensing,
- Hygiene and health and safety legislation/guidelines.
- Ordering supplies.
- Producing staff rotas.

06/2010 - 01/2012(waiter)

Afsar chicken, New Delhi

- Providing excellent wait service to ensure satisfaction.
- Taking customer orders and delivering food and beverages.
- Making menu

08/2015 - 08/2017

Master's (MBA) Marketing & Management

MIBM GLOBAL, Noida

08/2012- 08/2015

BA: Bachelor of Arts

Delhi University ,New Delhi

08/2010- 08/2012

NIOS ,New Delhi

08/2010-08/2011

Diploma in hotel management

IIMT ,New Delhi

04/2009-08/2010

CBSE,New Delhi

**SOFTWARE:** Basic knowledge of MS-Office and Internet. Operating systems-OSXE, Windows XP/2000/98/10

#### PERSONAL INTERESTS

Learning new things • Meet new people • Visit one place to another place.

#### PERSONAL DETAILS

D.O.B. - 10.04.1994

Father - Mohd Javed Ali Ansari

Marital Status - Single

Sex - Male

Languages - English, Hindi and Urdu.

Nationality - Indian

Passport No. - R7992586

#### DECLARATION

I hereby declare that information given above is true the best of my knowledge

**MOHD UMAR ANSARI**

