

Soumi Das

Management Associate

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| Kolkata, India. |

OBJECTIVE

I am a talented and detail-oriented Management Associate with a keen eye on Sales, marketing, and content management. I am pursuing exciting and challenging position that will allow me to utilize my best skills and expertise regarding my passion for the field to contribute to today's ever changing fashion industry. I am eager to learn and set creative concepts and inspire new ideas.

WORK EXPERIENCE

The Park Hotel, Hyderabad

Hyderabad, India

December 2019 – March 2020

- Handled events. Managed teams and took care of sales and marketing of the events. Both online and offline.
- Assisted group sales manager on upcoming event enquiries. Became comfortable checking in, checking out guests independently.
- Worked efficiently as front desk associate. Assisted answering phones, booking reservations, check-ins, check-outs, bell services, room services.
- Continued food-running position and expediting - became familiar with pace and service in hotel sector. Handled staffs well.
- Became accustomed to dealing with guests inquiring/complaints, handling the situation, and finding practical solutions.

KEY SKILLS

- Excellent Leadership communications
- Sales & Marketing knowledge
- Design and Conceptual skills in content management
- Creative Designing with Attention to Detail
- MS Word and MS Excel
- Good Verbal and Written Communication

EDUCATION

Masters in Hotel and Hospitality Management.

Indian Institute of Hotel Management, Kolkata, India

July 2020

Bachelor of Arts

Calcutta University, Kolkata, India

July 2018

PERSONAL DETAILS

Date of Birth: 03/07/1998

Gender: Female

Marital Status: Single

Languages known: English, Hindi, Bengali