**ACHINT SINGH .**

House No. 933, Kot Gaon, Near Arya Nagar, Ghaziabad (U.P.)

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**EDUCATION QUALIFICATIONS .**

* **Bachelors in Computer Application** (2010 – 2013)

Sridhar University, Alwar, Rajasthan.

* **GNIIT** course on **BISM** (Business Information System Management: 2009-2011)

NIIT, Gurgaon, Haryana.

* **Higher Secondary** in **Commerce and Physical Education** (2007-2008)

# CBSE Board, Mann Public School, Holambi Khurd, Delhi.

**SOFTWARE PROFICIENCY .**

* Languages : C#, C++
* DBMS Packages : SQL ( Structured Query Language)
* Front End : VB 6.0 (Visual Basics)
* Hotel Software : Protel, Opera, Valhala
* Web Designing : HTML

**WORK EXPERIENCE .**

* Lastly, worked with Marriot International (From July 2016 to April 2017), as an Assistant Manager Reservations at W hotel in North Goa, India and my main job responsibilities were:

1. Leading reservation team by handling the reservations for a pre-opening 5 star luxury hotel and setting up the SOP’s and making sure that it’s followed by the team.
2. Helped the marketing team to upload the web designs of the hotel and
3. Tie up with the different companies and OTA with help of sales and finance teams and registered the hotel on all the online travel agents like- MMT, Travelguru.com & Cleartrip etc.
4. Helped to finance and Sales team to set a credit list for the OTA and companies after market survey and goodwill.
5. Helped the revenue manager to set the budget for the hotel and making sure that we achieve the same.
6. Make sure that department manning is as per the budget approved by the hotel management and conducting the trainings for the talents and make sure that they are following the standards.
7. Co-ordination with-in the hotel with other departments like: - Sales, Front Office, Finance etc.
8. Being head of the dept. make sure the staff satisfaction and there leaves and offs are been managed and given on time.
9. Loading the rates through vallaha and keep updating them regularly.

* Have worked for **Praxis Services Private Limited** (Since August 2015) a business process management company that offers reservation and revenue management support in hospitality and travel management as a Revenue Management – Associate (Since November 2015- July 2016).

Majority of my job responsibilities includes,

1. Rate loadings for 9 properties across the country.
2. Social media for all hotels.
3. Managing OTA channels through channel manager (Maximojo & STAAH).
4. Maintaining rate parity on all OTAs (Website & Mobile).

* **Rate Loading and MIS Associate (August 2014 – November 2015).**

Majority of my job responsibilities includes,

1. Rate plan loadings for over 26 properties across the country.
2. Profile Management of accounts.
3. Monitoring rate parity across all distribution channels.
4. Data Management (Daily, Weekly, Monthly reports)
5. Monitoring Competitor’s performance and provide hotels a suggestion on pricing.

* Worked for **Qiwi India** (an internet payment service provider) as a Customer care Executive from May 2013 to August 2014. Majority of my job responsibilities were,

1. Provide technical support over phone, e-mail, skype to the customers/retailers.
2. MIS management which includes Daily, Weekly and Monthly reports.
3. Analyzing performance of region and maintaining database.
4. Presentation to Senior Leadership team on Business performance.
5. Managing/updating database of multiple accounts.

**EXTRA CURRICULAR ACTIVITIES .**

* Actively participated in Inter- House Dramatics at School Level; Held a leadership role of multiple events at School and College.
* Actively participated in multiple non-profitable events held by Rotary Club of Ghaziabad.
* Held a role of School people leader and received multiple appreciations.
* Participated in School Basket Ball team and Horse-riding shows.

**PERSONAL SKILLS .**

Comprehensive problem solving abilities, good verbal communication skills, ability to deal with people, willingness to learn and works in team or as an individual and a hard worker.

**DECLARATION .**

I hereby assure that the above furnished details are true to my best of knowledge and shall provide with references and supporting documents on request.

Place :

Date : (ACHINT SINGH)