

## DARSHANA GOGOI

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## OBJECTIVE

Contribute my best towards the growth and success of the organization through my sustained efforts, and be the best version of myself by putting my efforts in the right direction and bringing pride to my parents, mentors, friends, colleagues and my family members.

## EDUCATION

**M.sc in Hospitality Administration** - National Council for Hotel Management and Catering Technology, Noida, An Apex body of all the IHM's (NCHMCT) (67.91%) **2021-2023**

**BSc. in Hospitality and Hotel Administration**- Institute of Hotel Management, Catering Technology & Applied Nutrition, Guwahati, Assam. (69.01%) **2018-2021**

**12<sup>th</sup> Humanities** - CBSE, Guru Teg Bahadur Academy, Tinsukia, Assam. (72.4%) **2018**

**10<sup>th</sup>** - CBSE, Budding Buds Sr. Sec School, Tinsukia, Assam. (6.2 CGPA) **2016**

## EXPERIENCE

**Sales and Marketing Coordinator – Vivanta By Taj New Delhi Dwarka from 13<sup>th</sup> March 2023 – 01<sup>st</sup> Feb 2024**

### DUTIES AND RESPONSIBILITIES

- Prepare and distribute sales contract, proposals, GIS and various reports.
- Assist in conducting hotel tour, show round, negotiations with clients upon rates and convert potential queries into business.
- Regular update on sales data base and provide reports on sales performance and KPIs to the Sales Manager.
- Act as a liaison between the hotel and travel agencies, event planners, corporates to foster a strong relationship and boost referrals and group bookings.

## INTERNSHIP

### INDUSTRIAL TRAINING

#### TAJ BANJARA, HYDERABAD

(25th June 2019 - 19th October 2019)

Successfully Completed 17 weeks of Industrial Exposure Training for four core Departments i,e F&B Service, Food Production, Housekeeping and Front Office Department.

### MENTORSHIP TRAINING

#### TAJ VIVANTA, GUWAHATI.

(23rd May 2022 - 08th July 2022)

Successfully Completed 7 weeks of Mentorship Training in Reservations and Sales & Marketing Department under the supervision of Director of Sales and Marketing.

## LEADERSHIP AND ORGANIZATIONAL ROLES

- Received an **Appreciation Feedback** from the Banquet Manager of **TAJ BANJARA HYDERABAD** for showing fantastic performance during the training period.
- Successfully ran my **Cloud Kitchen 'Dumpling House'** for 6 months during the post covid era.
- Fssai Registration no: 20320117000106.
- Represented my Alma Mater IHM,Guwahati in a **student cultural exchange programme** from 29/01/2020 -04/02/2020 at IHM, Jaipur which was organized by **EK BHARAT SHRESTHA BHARAT, Ministry Of Tourism.**

## ACHIEVEMENT & RECOGNITIONS

- Successfully Completed My Dissertation on the Topic **"Study on Food Waste Management, Causes and Techniques in Fast-food Restaurants of Delhi NCR, Noida"**. **30/01/23**
- Participated and bagged 1st position in Singing, Poster Making & Photography organized by Yuva Tourism Club on the occasion of World Tourism Day at NCHMCT, Noida. **06/09/2022-27/09/2022**
- Won Inter College Quiz Competition organized by EK BHARAT SHRESTHA BHARAT, Ministry of Tourism. **04/02/2020**

## SKILLS

**Departments Interested in** - Food Production Operation, Front office and Housekeeping.

### STRENGTH -

- Proficiency in Communication, Including Highly Developed Presentation Skills.
- Negotiation & Interpersonal Communication.
- Attention to Detail.
- Soft Skills.

### TECHNICALSKILLS -

- OPERA (PMS)
- MS WORD
- Windows Outlook
- MS EXCEL
- MS POWERPOINT

**LANGUAGES KNOWN** – English, Hindi & Assamese.

**HOBBIES** - Creativity, Out Door Games, Reading Articles & News and Travel & Explore New Places.

**DECLARATION**

I assertively declare that all the information furnished above is true and correct to the best of my knowledge.

Date:

**(DARSHANA GOGOI)**

