**RESUME**

**Address:**

H.NO. A-62 Shiv Ram Park, Nangloi New Delhi 110041

(M) 8285445444, 7982142878

E-mail-:sharma.manish2292@gmail.com

**MANISH SHARMA**

**Career Objective**

To be associated with a progressive organization that gives scope to utilize my practical knowledge and skills in accordance with latest trends and be part of the team that dynamically works towards growth of the organization and gain satisfaction thereof.

**Performance Skill Dimensions**

Result oriented person with a strong analytical, Hardworking, interpersonal, and verbal communication skills. Dedicated, energetic, self-motivated individual and positive attitude that enables me to handle responsibilities, team work, high-pressure work Situation and to achieve the target assigned.

**TOTAL EXPERIENCE :     7 Years in Time share Group**



**Worked with Aamod Resort Delhi A unit of holiday group since April 2017 To October 2017**

**DESIGNATION** – Senior Holiday Consultant

**Job Responsibilities**

* + Handling new customer selling holiday membership
  + Making MIS Reports by the end of every Month
  + Handling incoming and outgoing Call & E-Mails
  + Maintaining Daily Business Report to inform the Management through SMS and Email.
  + Co-ordinate between client & company for all problems & issues.
  + Clear all booking and refunds issues.
  + Following proper enquiries from customers.
  + Day to day follow-ups.
  + Reconciliation of Payments.



**Previous – Sterling Holidays and Resorts India Pvt. Ltd. May 2016ToMar 2017**

**DESIGNATION** – Sr. Tele Marketing Executive   
  
  
**Job Responsibilities**

* + Making MIS Reports by the end of every Month
  + Handling incoming and outgoing Call & E-Mails
  + Handling Customer Queries
  + Co-ordinate between client & company for all problems & issues.



**Previous – Mahindra Holidays and Resort India Pvt. Ltd.November 2010 to April 2016**

**Designation – Tele Marketing Executive**

**Job responsibilities**

* + Handling incoming and outgoing Call & E-Mails
  + Handling Customer Queries & Enquiries.

**Academic Qualification**

* Graduation from Delhi University(B.A.)
* 12th from CBSC Board.
* 10th from CBSC Board.

**Technical Qualification**

* English Speaking Course from Inlingua.

**Hobbies**

* Internet Browsing
* Playing Cricket.

**Personal Profile**

**Father’s Name :** Late Mr. Deepak Sharma

**Date of Birth :** 27.Jan.1992

**Gender :** Male

**Marital Status :** Unmarried

**Languages Known :** English,Hindi

**Nationality :** Indian

**Salary** **:** As Per the industry requirement

**Date:**

**Place:  Delhi                                     (Manish Sharma)**