



# ROHIT SATARDEKAR

SALES MANAGER

To work as a responsible member of reputed organization and aspiring a challenging future where my skills and abilities, knowledge gained through education will greatly enhance the company's success and my own personal growth. To obtain challenging and responsible position in an organization. Wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief.

## WORK EXPERIENCE

### Galaktik Medical Surgical Trading L.L.C Sales manager

May 2023 - Present

Sales managers are responsible for selling, distributing and marketing their product or service. They must serve existing customers and acquire new customers, but at the same time carry out market analyses and look for opportunities to resell and distribute their product or service.

- Identifying Sales Goals. Setting sales goals is one of the main aspects of a sales manager's job description.
- Creating Sales Plans.
- Providing Training Opportunities.
- Motivating the Team.
- Managing Accounts.
- Recruiting and Hiring

### Falcon Resorts Calangute Goa

Front office Receptionist

Nov 2015 - Mar 2020

### Beach Box Hotel and Lockdown club Baga Goa

Manager & Front office Manager

Sep 2020 - May 2023

Hotel receptionists welcome guests as they arrive at the hotel. Their duties include checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. They provide guests with information, answer their queries and deal with complaints

As a receptionist, you need to be aware of everything that happens within your organisation. This includes knowledge of any important meetings taking place, organising travel arrangements for employees and co-ordinating deliveries

- Greet hotel guests; answer any questions or concerns Provide an outstanding guest experience
- Maintain an orderly front desk
- Operate computer programs and multi-line phone systems
- Maintain guest records and book reservations
- Complete basic cashier and bookkeeping responsibilities
- Contact necessary staff to solve problems when challenges arise, ensuring guest comfort
- Recruiting, Training And Supervising Staff
- Managing Budgets
- Maintaining Statistical And Financial Records
- Planning Maintenance Work, Events And Room Bookings
- Handling Customer Complaints And Queries
- Promoting And Marketing The Business
- Ensuring Compliance With Health And Safety Legislation And
- Licensing Laws.

## CONTACT

+971 50 417 5696

8999483316s@gmail.com

Dubai, U A E

## PERSONAL DETAILS

Passport No: R5113221

Valid Up to: 20/03/2028

Date of Birth: 03/06/1996

Nationality: Indian

Religion: Hindu

Marital Status: Single

## SKILLS

- Stocking and Replenishing
- Sales
- Point of sale knowledges
- Problem-solving skills
- Merchandising Knowledge
- Product and service sales
- Exceptional Customer service
- Time Management
- Creativity
- Active to all tasks

## PROFILE SNAPSHOT

- Outstanding ability to develop familiarity with new procedures.
- Ability to learn and adapt to a new atmosphere quickly.
- Excellent presentation skill & ready to handle situations with fact and diplomacy.
- Sincere and dedicated towards work

## EDUCATION

- Hotel management course of BAKERY & PATISSERIE
- H.S.S.C from Delhi Board University
- S.S.C from Goa board

## COMPUTER SKILLS

### Application Packages

- Microsoft of Word
- Excel & Powerpoint

### Outlook Express

English typewriting @ 50 words per minute.

## LANGUAGES

- English
- Hindi

## PERSONAL STRENGTH

- Awarded several times as a best sales person.
- Enthusiastic and Positive Attitude with creativity and new ideas. Ability to function as a team leader and alternatively work independently to achieve projects.
- Capable to convince anybody for companies benefit. Able to manage multiple tasks and deadlines.

### **Inox Leisure Ltd. Panjim and Porvorim Goa** **OA operation**

Dec 2014 - Oct 2015

- Perform hands-on duties as needed to deliver guest services.
- Full responsibilities for one property.
- Provide a safe working environment in compliance with local and Unit Statutory Norms.
- Responsible for accident prevention programs.
- Ensure that training plans get implemented for cross-training of all associates and Team-members.
- Should ensure all relevant reports sent daily / weekly / fortnightly and monthly
  - Timely team reviews and confirmations
  - Proper investigations of pilferages and further action as per company SOP and update to management
- Weekly fire snag reports are discussed/ actioned every Tuesday.
- Any required approvals need to be discussed with GMCH/RGM
- Ensure Timely Bill movement and follow-up on vendor payments
- Regular meetings with mall authorities and addressal of concerns
- To ensure Hot Seat reports are prepared and actioned in each unit on a daily basis.
  - Keeping check on complementary and wastages.
  - Keeping check on outstanding OTB's and recoveries
  - Weekly check of refuel equipment health check
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### **Royal aqua company Goa** **Machine operator**

Feb 2013 - Apr 2014

- Set up machines at the beginning of shift to ensure proper working order
- Perform testing procedures to ensure that machines work optimally during the production procedures
- Maintain and clean machines before and after each shift
- Feed information akin to speed, shapes and sizes through the machine set up box
- Place parts in semi automated machines
- Calibrate machines at the beginning of each shift
- Recalibrate machines at the end of each shift
- Monitor machines during every procedure to ensure optimum running
- Troubleshoot problems during machine operation
- Ensure that regular and preventative maintenance procedures are carried out
- Perform random tests to ensure accuracy
- Perform safety checks on every machine
- Ensure that machines are producing quality products by managing periodic checks on output
- Ensure stocks of needed materials are ready and available at all times
- Create and maintain activity logs
- Provide relevant information regarding progress to supervisors
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