

# GAURAV PROCHA



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**Contact** - 8 Tak 56APO Air Force  
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## **Summary** -

My passion and objective is to excel in the hospitality industry and, as far as possible, try to impress others with my pleasant behavior and interpersonal relations. Also I would like to maintain good PR skills through my ability and my creative skills so that I am able to reach my professional and personal excellence.

I'm looking for a position where I can continue to exercise those skills. That would be really refreshing! I'm always very motivated by being able to see the impact of my work on other people. And, I'm definitely looking for a position where I can grow professional development is something that's really important to me. I'd love a position where I can use my skills to make an impact that I can see with my own eyes. Of course, the position is only part of the equation. Being at a company where I can grow and work toward something and I'm really excited about this opportunity

## **Work Experience** - Industrial Exposure Training from PRIDE PLAZA HOTEL, Aerocity Delhi.

### **- 4 Months Experience**

- \* Ability to build strong relationship with internal & external Stakeholders .
- \* Excellent attention to detail & Problem Solving Skills.
- \* Strong attention to detail & ability to work to tight deadlines.
- \* Customer Service- Ability to provide a high level of customer service to Visitors, Staff & External Customers in a Professional , Service Oriented , respectfully manner using skills in active listening & Problem Solving Ability to remain calm in stressful situations.
- \* Strong Organization Skills.

**- BYjus – Business Development Associate**

**- 3 Months Experience**

- \* Team Work : Ability to work Collaboratively in small teams to improve the operations of immediate work group by offering ideas , identifying issues, & respecting team members .
- \* Drives the Sales process & close orders
- \* Provide strategic vision that allows the products to gain visibility for new Customers .
- \* Present Presentation to Customers.
- \* Timely supply of Products & Sales Invoicing .
- \* Assists in the maintenance & advancement of customers relationships by Supporting Customers meetings & Preparation of Presentation Materials.

**Education -**

<u>Degree</u>	<u>Board/University/ Percentage</u>	<u>Year of passing</u>
SSC	CBSE Board – 7.2 CGPA	05/05/2014
HSC	CBSE Board – 72.2%	05/05/2016
TY.B.sc in hospitality and hotel administration	<u>IHM Kufri, Shimla</u> Institute of Hotel Management Ministry of Tourism Govt. of India	02/12/2020

**SKILLS -** \* Good Communication and inter personal Skills.

- \*Quick learner
- \*Organizational skills.
- \* Managerial Skills
- \* Ability to work well with others.
- \* Ability to keep information highly confidential.

**ACHIEVEMENTS** – \*In Industrial Exposure Training , I have got an Appreciation letter.

- \* I have represent my Cricket team as a captain at the Inter-School National level.

**HOBBIES -** Playing Cricket

**PERSONAL DETAILS** - Father’s Name – Mr Mahavir Singh

Date of Birth - 07/11/1997

Nationality - India

Language Known - English & Hindi