# Sujit Kumar Naik

Hotel City Point – Shirdi

In front of Gate No – 5

SaiBaba Mandir Complex – Shirdi

Maharastra - 423109

## Mobile – 9959599695 / 9175871469 e - mail – sujitaknaik27@gmail.com

###### CAREER OBJECTIVE

Accomplished Production Engineer and Executive seeking a challenging career opportunity where expertise in driving diverse professional initiatives through strategic planning, proactive project management, decisive leadership, dynamic client relations, manufacturing, vendor development and business development can be effectively applied towards defining and achieving company objectives.

### *CAREER BACKGROUND*

Hotel City Point . Shirdi October 2019 - Till date .

## Front Office Executive

* Looking after customer check – in and check – out during the shift.
* Cash transactions and customer complaints.
* Looking after all the aspects and co-ordination with various travel agents for comfort of the customers staying with us.
* Discussions with various travel groups for tour packages and their stay.
* Demonstrate dynamic communication and relationship management talents in establishing and cultivating key alliances with organizations, travel agents, travel groups, consultants, with proven track record to deliver successfully negotiating customer stay with us.
* Proficiently spearhead major infrastructure, comfort, with commitment to ensuring communications consistency, compatibility, and quality of the complete stay packages at the hotel and improve business.

*Key Achievements*

* Complete support of the staff through continuous trainings and development sessions.
* Honesty and faith in colleagues and the transactions done.
* Good and effective business and business relations with all.

Sujal Heritage Hotel Pvt. Ltd. Shirdi May 2019 till September 2019

## Manager – Front Office

* Looking after customer check – in and check – out during the shift.
* Cash transactions and customer complaints.
* Looking after all the aspects and co-ordination with various travel agents for comfort of the customers staying with us.
* Discussions with various travel groups for tour packages and their stay.
* Demonstrate dynamic communication and relationship management talents in establishing and cultivating key alliances with organizations, travel agents, travel groups, consultants, with proven track record to deliver successfully negotiating customer stay with us.
* Proficiently spearhead major infrastructure, comfort, with commitment to ensuring communications consistency, compatibility, and quality of the complete stay packages at the hotel and improve business.

*Key Achievements*

* Complete support of the staff through continuous trainings and development sessions.
* Honesty and faith in colleagues and the transactions done.
* Good and effective business and business relations with all.

Rainbow International School – Beeramguda Hyderabad April 2015 – December 2018

## Front Office Executive

* Looking after fee receipts and collections.
* Cash transactions and parents complaints.
* Organizing events and competitions for the school and see that all arrangements done properly.
* All class room complaints follow – ups.
* Attendance registers maintenance of teaching and non-teaching staff.
* Salary distribution as per attendance.
* Admission forms, Bonafide and TC for students and their filings.
* Daily cash transactions and fee details and expense statements.

*Key Achievements*

* Complete support of the staff through continuous trainings and development sessions.
* Honesty and faith in colleagues and the transactions done.
* Good and effective business and business relations with all.

Garden View Inn Hyderabad February 2014 till Dec - 2014

## Manager – Operations

* Looking after customer check – in and check – out during the shift.
* Cash transactions and customer complaints.
* Looking after all the aspects and co-ordination with various travel portalsto improve revenue.
* Discussions with various clients and customers during their stay looking at their comforts.
* Demonstrate dynamic communication and relationship management talents in establishing and cultivating key alliances with organizations, travel agents, travel groups, consultants, with proven track record to deliver successfully negotiating customer stay with us.
* Proficiently spearhead major infrastructure, comfort, with commitment to ensuring communications consistency, compatibility, and quality of the complete stay packages at the hotel and improve business.
* Improve business relations and overall improvement of the property.

*Key Achievements*

* Complete support of the staff through continuous trainings and development sessions.
* Honesty and faith in colleagues and the transactions done.
* Good and effective business and business relations with all.

Sujal Heritage Hotel Pvt. Ltd. Shirdi July 2011 till December 2013

## Manager – Front Office

* Looking after customer check – in and check – out during the shift.
* Cash transactions and customer complaints.
* Looking after all the aspects and co-ordination with various travel agents for comfort of the customers staying with us.
* Discussions with various travel groups for tour packages and their stay.
* Demonstrate dynamic communication and relationship management talents in establishing and cultivating key alliances with organizations, travel agents, travel groups, consultants, with proven track record to deliver successfully negotiating customer stay with us.
* Proficiently spearhead major infrastructure, comfort, with commitment to ensuring communications consistency, compatibility, and quality of the complete stay packages at the hotel and improve business.

*Key Achievements*

* Complete support of the staff through continuous trainings and development sessions.
* Honesty and faith in colleagues and the transactions done.
* Good and effective business and business relations with all.

The Eshosans Hotel Pvt. Ltd. Shirdi June 2010 till June 2011

## Manager – Front Office

* Looking after customer check – in and check – out during the shift.
* Cash transactions and customer complaints.
* Looking after all the aspects and co-ordination with various travel agents for comfort of the customers staying with us.
* Discussions with various travel groups for tour packages and their stay.
* Demonstrate dynamic communication and relationship management talents in establishing and cultivating key alliances with organizations, travel agents, travel groups, consultants, with proven track record to deliver successfully negotiating customer stay with us.

*Key Achievements*

* Complete support of the staff through continuous trainings and development sessions.
* Honesty and faith in colleagues and the transactions.
* Good and effective business and business relations with all.

Sainath Ispat Pvt. Ltd. Odisha February 2005 till April 2010

## Director - Technical

* An entrepreneur in setting and streamlining processes and reduced redundancies by developing and deploying project management skills to set up the first Induction furnace at Sundergarh.
* Proactively supported all employees through group performance enhancements through strategic reorganization, sound management, and the development and implementation of improved human resource allocation practices and operational processes.

*Key Project Achievements*

* Cost savings in erection and commissioning of overhead tank structure at the site.

Fortum Engg.Ltd. New Delhi April 1999 till August 2004

A Finland based company for manufacturing and commissioning of microwave towers for Power Grid Corp. of India Ltd.

## Asst. Manager – Tower Constructions

* Approval of Manufacturing and field quality plan from Power Grid.
* Approval of drawings and BOM (Bill of Material) of tower structures from Power Grid.
* Manufacturing and assurance of quality tower structures consistent inspection and testing procedures of

3500 MT of galvanized steel structures at vendors place in Nagpur, Ludhiana and Jabalpur.

Punj Lloyds Ltd New Delhi July 1998 till March 1999

At IOCL Mathura for Petrofac Ltd – Sulphur recovery Unit. Client EIL (Engineers India Ltd.)

## Engineer - Quality Control

* Approval of drawings and BOM (Bill of Material) of all structures from the client EIL.
* Co-ordinate inspection activities with the client – EIL through rigorous follow –ups and continuous product improvements and stringent quality checks.

##### Key Project Achievements

* Work with complete honesty and faith with the client in coordinated product acceptance and release approval processes, documentation lists, and deliveries of the structures at requisite places at the site.

Jauss Polymers Ltd Greater Noida January1996 till June 1998

## Engineer- Quality Control

* Shift In charge for the quality of blow moulded parts.
* Operate in assistance with the operator – Blow moulding M/c – NessieASB : Japan.
* Training workers for quality packaging and dispatch of the products.

##### Key Project Achievements

* Convince the client – Dabur India Ltd at their works for providing them quality product at their production line by deploying our officials at their works and maintain sustained relationships.

Vedvyas Engineering Works Rourkela September1994 till September 1995

## Engineer Trainee

* Looking after the drawings and making requisite corrections as per requirements.
* Involved in inspection and checks with the client during their visit.

***EDUCATION***

**Bachelor of Engineering - Production** – Marathwada University 1994 64.7 %

**Diploma in Export Management** – IMT Ghaziabad 1998 Cleared

**Diploma in Quality Management**– AIMA New Delhi 2001 Gold Medal

**Six Sigma – Green Belt**  – IACT Global – Noida 2013 62 %

### *PROFESSIONAL AFFILIATIONS*

* Lifetime member of AIMA– New Delhi.

### *ADDITIONAL INFORMATION*

* Languages : English, Hindi , Oriya
* Project on Ductile Regime Grinding – A new technology on Grinding Brittle Materials.
* Project submitted in Export management – Auto Components – In the crest of its Boom.

Salary - 1.4 lakhs per annum

Expected - Negotiable

**SUJIT KUMAR NAIK**