

Curriculum Vitae

SACHCHOO GOSWAMI

NAI SADAK, BAWAN PAYEGA

LASHKAR, GWALIOR- 474001

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Working experience of 4 year in different field that inspire & educate me by learning, developing and applying my professional skills to the best use for the organization and effectively contribute towards the organization's targets & aspiration.

Employment history

COMPANY NAME : HOTEL VINAYAK

WORKING PERIOD : 1 JUNE 2018 TO 1 MARCH 2020

DESIGNATION : ASSISTANT MANAGER (MANAGEMENT)

LOCATION : MAHOBA (UTTAR PRADESH)

JOB RESPONSIBILITY

Manage & assign duties to all employees on daily basis.

Daily maintaining register and client data in excel and update it to head office.

Manage all paper work, accounts & bills.

Timely follow-up of work and assign duties of work.

Manage costumer & client requirement as per hotel policy by online & offline.

Managing all the government paper work as required time to time.

Recruitment of new employees & salary processing on time.

Company Name : T&M SERVICES CONSULTING PVT.LTD (KOTAK MAHINDRA BANK LTD.)

WORKING PERIOD : 19 JULY 2017 TO 30 MAY 2018

DESIGNATION : ASSOCIATE (OPERATIONS)

LOCATION : PUNE, MAHARASHTRA

JOB RESPONSIBILITY

Knowledge of LAP,TL, home loan, BUSINESS LOAN.

Handling all documentation & paper work as per norms and keep in touch with clients to update them.

Daily report submission & Daily follow up on calls & meetings.

Professional & good relation with agency channels for kotak bank.

Handling all city areas, sub district & divisions costumers.

KYC & documentation knowledge under policy of bank.

COMPANY NAME : NET CARROT LOYALTY SERVICES (NET CARROT PVT.LTD)

WORKING PERIOD : 1 AUGUST 2016 to 1 FEBRUARY 2017

DESIGNATION : KEY RELATIONSHIP EXECUTIVE (FIELD EXECUTIVE)

LOCATION : Pune, MAHARASHTRA

JOB RESPONSIBILITY

Maintain client list, client records, pricing data, source & supply.

Fix appointment with clients visiting to them on a giving location.

Handling sales of existing clients & manage client and company customer service.

Consistent follow-through and resourcefulness in order to achieve organizational goals & object.

Daily routine meeting with clients (dealers and sub dealers) & with contractors.

Company Name : COUNTRY CLUB INDIA LTD.

Working period : SEPT 2015 TO JULY 2016

Designation : SALES CONSULTANT

Location : PUNE , MAHARASHTRA

Job Responsibility

Handling Walking Clients and Selling Company's Product through a Presentation of 45 Minute.

Revenue generation through Existing Clients.

Handling Primary Sales for Existing Accounts & maintaining the Relations with Existing client.

Responsible for achieving sales target, managing client.

COMPUTER KNOWLEDGE

MS OFFICE, MS EXCEL, MS POWERPOINT

SOFTWARE KNOWLEDGE

ADOBE AFTER EFFECT

ADOBE PREMIER

MATCHMOVING

AUTODESK 3D MAX

ADOBE PHOTOSHOP

ADOBE SOUNDBOOTH

AUTODESK MAYA

ZBRUSH

EDUCATION

Diploma In animation and visual effects (AD3D EXPERT) FROM MAYA ACEDEMY OF ADVANCED CINEMATICS (MAAC) & CAMBRIDGE UNIVERSITY

YEAR :2013 , GRADE : B

GRADUATION :- B.A –ECONOMICS FROM SUNRISE UNIVERSITY,ALWAR (RAJISTHAN)

YEAR : 2015 ,PERCENTAGE : 62%

12TH - Commerce , Madhya Pradesh Board

YEAR : 2009 PERCENTAGE : 61%

10TH - Madhya Pradesh Board

YEAR :2005 PERCENTAGE : 59%

HONORS/AWARDS

Won cricket school level tournament in 2007 in which I got a responsibility to lead my team.

Participated in other school activities.

Participated in modeling organized by JD institute of fashion technology and dainik bhaskar in 2008.In which performed good and got certificate & second position during it.

PERSONAL INFORMATION

Date of Birth : 29.09.1989

Languages known : Hindi & English.

Hobbies : Exploring new places, Bike Riding.

Sex : Male

Marital status : Single

Nationality : Indian

Religion : Hindu

Permanent Address: c/o Ashok goswami, 52 payega, Nai sadak, Lashkar,Gwalior -474001

I hereby assure my commitment to the firm, learn skills to lead people and projects and to be the part of success of the firm.

Date :

Place : GWALIOR

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