**Name : Monika Rawat**

**Mobile: +919643930395**

**Email: Rawatmonika386@gmail.com**

**Address- P -2 ,1st floor , Pratap Nagar ,Opp. Gulabi Bagh Police station Delhi 110007**

# **Career Objective**

To be associated with a progressive organization which can provide me with a dynamic work sphere and a challenging career which will enable me to exhibit my skills and knowledge and help me to reach the height of success and serve the social, national and organizational goal.

# **Academic Record**

* Diploma Engineering Information Technology from Govt. Polytechnic Dwarahat Almora (UBTER) Uttarakhand 2011-2014 (72%)
* HSC from RAS Almora Uttarakhand (62%)
* Intermediate ( 77%)
* Pursuing AMIE (Associate Member Institute of Engineering )

**Work Experience**

# **September 2020 to June 2021 as executive International sales At Unique Fragrances ( FMCG company )**

* Selling the FMCG products and services to the international clients
* Client Interaction on daily basis
* Making the clients understand about the various products and services by explaining to them
* Lead Generation
* Follow up with the clients and closing a sale.
* Managing the questions of the clients and clearing all their doubts on the products and services
* Providing outstanding and special services to the international clients
* Maintaining the interactions with the active clients and identifying new clients as well as new business possibilities Attending international sales meetings, seminars and conferences arranged within the organization to boost the sales profits of the same
* Maintaining the daily, weekly, quarterly, half yearly and annual sales reports and records
* Convincing the clients to buy the services of the company

# **December 2019 to July 2021 as Dupty Manager (Business Development & Sales) – At Prime Geo Leisurecorp**

**(Travel & Tourism )**

**Key responsibilities**:

* Lead generation, Itinerary and offer preparation, follow-up with the clients, and making a Sale
* Coordination with the team of our clients, e.g. B2C travel agents, and Corporate / Event management
* companies
* Lead generation activities through personal visit to prospective travel agencies and other companies
* Understanding client’s need and designing / proposing an appropriate tour program and itinerary
* Follow up with the clients and closing a sale
* Continuous relationship building activities with Clients and vendors / suppliers
* Marketing & Sales operations management
* Coordination with Marketing / Digital marketing team to develop and promote promotional campaigns
* Coordinate with the Graphic designer to prepare creative mailers and brochures / advt / posts
* Give ideas for creative content for social media / blogs
* Creative thinking as to how to grow business and where and how to focus on, within existing business services

# **February ’2016 to December 2019 as Executive -MICE & OUTBOUND TOURS At AT Seasons & Vacations Travel Pvt Ltd New Delhi**

**(Travel & Tourism )**

**Key responsibilities**:

* International & Domestic Tour Packages
* Corporate MICE
* Hotel accommodations
* Incentive Tours
* Costing
* Interaction with client as well as vendors
* Communication with delegates
* Negotiation with hotel and vendors
* Corporate Training programme
* Logistics
* Social media handler

**November’2015 to January 2016 as HR Executive & Recruiter At The Sakhsham Group**

**(HR Consulting & Advisory Firm) .**

**Key responsibilities**:

# • End to end recruitment process

* Time Management of various Sites and Office.
* Sourcing, Screening & Short listing Profiles through Job Portal, Referrals & Database searches as per the requirements.

Follow up with candidates for the interview scheduled.

* Ability to handle multiple recruiting needs effectively in a fast paced environment
* Follow up with the candidates post interviews and updating them about their status...
* End to End recruitment(Sourcing, Screening, Short listing, Coordinating, Feedback Follow-ups, till candidate joins)
* End to End Recruitment - Sourcing, short listing profiles, Conducting interviews, document verification, salary negotiation, offer & Appointment issuing & candidate boarding.
* Managing and updating MIS

**Jan 2015 to Oct 2015 as an intern**

**(National HRD Network)**

## Additional Proficiencies

* Software:MS-Office
* Languages: C, C++, Java, Visual Basic
* Operating System: Microsoft Windows, IOS
* Networking , Designing
* Expertise in social media promotions vie Instagram, LinkedIn & facebook
* flyer designer

## Certifications

* Interglobe Travelport Smartpoint Basic Couse
* ICPB MICE Training program ( for Basic level )
* IATO training programme on 'Tourism - The world of opportunities for Gen-X

## Achievements and Co-curricular Activities

* Certificate of State Level Painting Competition, 2008
* State Level Painting Competition, Roorkee, 2007
* Coordinator on behave of IATO in International Buddhist Conclave,2016 held in the Ashok New Delhi
* Coordinator on behave of ICBP in Convention India Conclave ,2016 held in The Leela New Delhi
* Coordinator ( for Tickets & Logistics ) on behave of ICBP in Convention India Conclave ,2018 held in Kolkata.
* Attended India Switzerland India Work shop in St. Moritz , Switzerland from 18th March – 24th March 2019

## Personal Skills

* Good communication skills to utilize my abilities to implement projects with demanding objectives and apply my knowledge to fullest of my abilities.
* Dedicated, sincere and honest.
* Can adjust in various working conditions and environment
* Team Player

## Language Known

* Hindi
* English
* Kumauni

**Hobbies**

# • Painting, Cooking & Dancing

## Personal Details

* Husband Name- Gatik Vij
* Date of Birth: 30-10-1994
* Gender: Female
* Permanent Address: P -2 ,1st floor , Pratap Nagar ,Opp. Gulabi Bagh Police station Delhi 110007

**Reference**

* References will be provided on request.

## Declaration

• I hereby declare that all the information given by me is true to the best of my knowledge.

**DATE: 15- 0-2020 MONIKA RAWAT**