



NEPOLIAN W. MESHARAM

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Profile:

1. A dedicated and enthusiastic professional with extensive knowledge of Hotel Operation and Sales while working with Hospitality organization such as Orient Group of Hotels and Resorts (Nagpur), Hotel Brij Inn (Nagpur), Mango Hotels (Nagpur), Hotel Airport Centre Point (Nagpur).
2. A dynamic team player with potential to drive and motivate team to achieve the desired objectives and initiatives to learn with every successive day.

Objective:

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Skills:

Willing to do hard works, ability to learn and grasp new things effectively and passionate about technology, patience and friendly.

Experience:

Total 20 years working experience including 17 years' experience in "Hospitality Industry" with Centre Point Group of Hotels, (A Unit of Amarjeet Resorts Pvt. Ltd.) Nagpur

PROFESSIONAL EXPERIEN

Hotel The Nagpur Ashok

Designation	:	Marketing Manager
Period	:	From 14 th May 2024 to Till Date
Job Profile	:	Responsibility to enhance hotel room's revenue, Sales Target, Banquet functions, conferences, Tie-up with corporate companies Monitor to day to day operations.

The Hotel Orient Taibah, Nagpur (Orient Group of Hotels and Resorts)

Designation : **Manager – Corporate Sales and Marketing**
Period : From 2nd Sep. 2019 to 2nd May 2024
Job Profile : Responsibility to enhance hotel room's revenue, Sales Target, Banquet functions, conferences, Tie-up with corporate companies
Monitor to day to day operations.

Brij Inn Hotel, Nagpur (A Unit of Khurana Travels)

Designation : **Assistant Manager - Sales and Marketing**
Period : From 1st March 2018 to 31st Aug. 2019
Job Profile : Responsibility to enhance hotel room's revenue, Banquet functions, conferences, Tie-up with corporate companies
Monitor to day to day operations.

PVR Associates, Nagpur (Vyankatesh Assets Maximizer)

Designation : **Property Professional**
Period : From 10th Aug. 2016 to 26th Feb. 2018.
Job Profile : Help people to earn passive income through investment in tourist Locations like Tadoba, Bor Dharan, and Andaman

Mango Hotel, Nagpur (Unit of IntelliStayHotels Pvt. Ltd.)

Designation : **Front Office - Guest Service Leader**
Period : From 6th Jan.2014 Till 20th July 2016
Part of the pre-opening team one of mango hotels in and Nagpur.

- The primary responsibilities of this position involved directly overseeing of hotel operations, HR Management, Administration, Front office & Reservations and Front Office Accounts.
- Closely worked with Group Operations Manager to develop and implement long range planning and strategies.
- Provided strong leadership and communication to staff regarding objectives and strategies, policies and procedures and service standards to ensure complete guest satisfaction and profitability.

Job Profile:

1. Verifying Daily Sales Report (DSR).
2. Rooms Inspection all the expected check-in rooms
3. Occupancy Reports to be send to Enquiries and Z M
4. Attendance report sends to HR & Z M
5. Customer Feedback & Corrective Actions.
6. Petty cash file and Payment Voucher File.

7. Breakfast Tracking.
8. Room Availability
9. Attend con calls.
10. Employee grooming.
11. BTC tracking- includes the Bills to be couriered.
12. Keep update MIS Report.
13. Occupancy Status for the month.

Hotel Airport Centre Point, Nagpur

Designation	:	Sr.Front Office- Executive
TYPE	:	3*
Period	:	<u>From 11th Apr.2007 to 31st Dec.2013.</u>
Job profile	:	<ol style="list-style-type: none"> 1. Provide training to junior staff. 2. Make monthly duty roaster and allocate duties to junior staff. 3. Make daily & monthly occupancy status for the room booking. 4. Report to the front office manager, marketing manager & GM. 5. Allocate rooms as per booking. 6. Take care of the VIP guests. 7. Handle the front office cash. 8. Co-ordinate with housekeeping dept. & room service dept. 9. Help & co-operate with the banquet bookings.

- **Hotel Airport Centre Point, Nagpur Joined in April 2007 as a Front Office Assistant.**
- **Promoted Jr. Front Office–Executive in Sep. 2009**
- **Promoted Sr. Front Office-Executive in April 2012.**

Invest Mantra Financial Services Pvt. Ltd. Ahmedabad

Designation	:	Executive – Client Relations
Period	:	<u>September 2005 to April 2006</u>
Job Profile	:	<ol style="list-style-type: none"> 1. Advise clients for Mutual Fund investments. 2. Make asset allocation as per the client's needs.

Credit Analysis Consultant Services

Designation	:	Admin Officer.
Period	:	<u>January 2004 to May 2005</u>
Job profile	:	<ol style="list-style-type: none"> 1. Entire work related to the administrative department. 2. Data entry work, working on 2000/XP & online work. 3. Receiving & sending emails and faxes, maintaining Confidential files.

Professional Qualification:

- Completed six months' certificate course in "Air Ticketing & Travel Management" from Indira Gandhi Institute of Aeronautics, Nagpur in August 2007 with "Grade-A"
- Completed five daystraining in "International Air Cargo Management" from Small Industries Service Institute (Govt. of India), Nagpur from 02/07/2007 to 06/07/2007
- Completed one year "Advance Diploma in Software Application Programming" from ITCT Computer Education, Gondia conducted by Rashtriya Computer Saksharta Abhiyan Sanstha in May 2002 with "Grade-A"
- Completed Certificate Course in French Language from Yashwantrao Chavan Maharashtra Open University, Nasik in June 2009 with "Grade-A"

Educational Qualification:

Examination	Board / University	Percentage	Division	Year
MBA (Marketing & HR)	Nagpur University	68.12%	First	2013
MA (English)	Mumbai University	41.12%	Pass	2005
BA	Nagpur University	46.80%	Second	2002
HSSC (Science)	Maharashtra State Board, Pune	48.00%	Pass	1999
SSC	Maharashtra State Board, Pune	60.66%	First	1996

Other Skills, Co-Curricular Activities & Interests:

- Computer proficiency like MS-DOS, Windows 98, MS-OFFICE / XP, MS-Excel & Net application including Internet, E-mail etc.
- Certificate in District Level General Knowledge test from S.E.S. Jr. College, Sakoli, Dist. Bhandara with 62.00% marks (Grade-A) in the year 1996.
- National Level NSS Camps attended.
- Regular Blood Donor.
- Active participant in 94.3 My FM, First Radio Reality Show, Nagpur from Dated 7th July to 10th July 2016.

Personal Details:

Father's Name : Late Waman K. Meshram
Date of Birth : 23rd October 1979
Marital Status : Married
Height : 162 cm.
Gender : Male
Nationality : Indian

Hobbies : Travelling, Playing Cricket and Badminton, Reading Books

Languages known : English, Marathi & Hindi

Current Salary : INR 5,00,000/- PA + TA+ DA+ Incentives.

Expected Salary : INR 7,00,000/- PA+ TA+ DA+ Incentives + PF

Declaration:

I hereby state that the given information is true to the best of my knowledge.

Place: Nagpur

Date:

(Nepolian W. Meshram)