

Name M.BHAVITHA
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Career Objective:

To achieve a responsible and challenging position that will allow me to explore my capabilities, skills and sense of dedication towards my duties with a sole aim of seeking the progress in the organization.

PROFILE SUMMARY:

- Working with Reeds World School By SSVM as Admission Officer from Jan 2023.
- Worked with Tahseel - Hadaf Al Khaleej (UAE Dubai) Debt Collection from June 2016 till Nov 2019 as Sr. Debt Collector.
- Worked with Marigold by Green Park Hotel (Hyderabad) from Sep 2012 till May 2015 as Banquets Sales Executive.

REEDS WORLD SCHOOL- By (SSVM World School) Admission Officer January 2023 till Date

- Handling the Admission enquiries & converting the leads to Admission.
- To assist with the smooth-running of the office.
- To provide full administrative support to the administration team and teaching staff as required.
- To arrange internal and Parents meetings.
- Maintain the general email accounts, responding to queries as well directing enquiries, maintain Registers, Making the TC.
- Collecting the School Fee and handling the Admission Enquiries.

TAHSEEL – HADAF AL KHALEEJ - DEBT COLLECTION (Dubai -United Arab Emirates)

(From June 2016 till Nov 2019)

- Keeping track of assigned accounts to identify outstanding debts.
- Planning course of action to recover outstanding payments.
- Locating and contacting debtors to inquire of their payment status.

RESPONSIBILITIES:

- Reach to the customers with using the given details provided and if not reachable
  Trace the customer from the given tools.
- Negotiate settlements outside of normal guidelines, advice credit bureaus ratings, negotiate payment arrangements over a longer span of time than normal, help resolve higher level disputes.
- Negotiate payment terms and methods when right party is reached. The process often requires reviewing the account information in database, and/or asking probing questions of the consumer in order to better understand potential objections to payment.
- Create trust relationships with debtors when possible to avoid future issues.
- Update account status and database regularly.
- Comply with requirements when legal action is unavoidable.

ADDITIONAL RESPONSIBILITIES:

- Take escalation calls from level I and II collectors.
- Providing trainings on smart skip tracing methods.
- Perform other duties as assigned as per the business requirement.

MARIGOLD HOTEL - BY GREEN PARK HOTELS -BANQUETS SALES EXECUTIVE – (Hyderabad)

(from Sep 2012 till May 2015)

- Assisting in implementing the sales strategy as set by the Sales manager.
- Plan and carry out direct sales activities as per agreed budgets.
- Achieve the Annual Sales Budget.
- Booking the hall by using software.
- Contracting bookings and raising invoices.
- Responding to and coordinating all internal meeting requests.
- Should have excellent communication and interpersonal skills.

ADDITIONAL RESPONSIBILITIES:

- Explaining the customer's food menu and arranging food testing before the events.
- Booking the rooms as per the event dates.
- Arranging Vehicles for airport pick and drop.
- Coordinating with chefs and staff reading Guest requirements.
- Taking the feedback from the Guest end of the event.

IT SKILLS:

- Operating Systems: Windows XP/Vista/7/8/10.
- Tools/Applications: MS Excel, Word, PowerPoint, Outlook 2007 – 2010.

EDUCATIONAL DETAILS:

- B.COM-Graduation from GNU – Golkonda National University (Hyderabad) 2008-2011
- Schooling- kendriya vidyalaya Tirumalagiri (CBSC) Secunderabad- 2008

PERSONAL DETAILS

- Husband's Name : Akash Deep
- Date of Birth : 30th Nov 1989
- Marital Status : Married
- Languages Known : English, Hindi,Tamil and Telugu.
- Contact Address : Ragavendra Avenue, Cheran managar, Vilankurichi Coimbatore- 641035

I hereby declare that the above furnished details are true to the best of my knowledge and assuring you my services to the satisfaction.

Thanking You,

Place: COIMBATORE

Date: (M. BHAVITHA)