

CURRICULUM VITAE

Name : Devraj Sonari
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CAREER OBJECTIVE

To associate myself with an organization to prove my innovative skill to work on a position where my skills and knowledge utilize in the best possible way, which provide me an opportunity for contribute in growth of the organization and my professional career as well.

KEY SKILL

- Good communications and relationship builder skill
- Expert knowledge of the selling process and effective sales techniques in small and large organization
- Motivated in target driven environment, hard-work and team work as well as independent.
- Grabbing a customer's attention in a face to face meeting
- ○ Ability to fast learning at new environment, flexibility.

DETAILS OF EDUCATION QUALIFICATION

<u>So No.</u>	<u>ExamPassed</u>	<u>School/college</u>	<u>Board/University</u>	<u>Year of passing</u>
1	B.A	Sarupathar College	Dibrugarh University	2019
2	HS	Barpathar Junior College	AHSEC	2014
3	HSLC	Million High School	SEBA	2012

OTHER QUALIFICATIONS

- A) Computer Course - PGDCA from From Drishtee Ceep, Barpathar.
B) Skill Development Course - DDUGKY, Jorhat ICA.

COMPUTER SKILLS

Accounting Software: Tally ERP9
Application Software: MS excel, MS word, MS power point,
IDS Software, Yasraj Software
Internet Explorer: Knowledge of website browsing and E-mail application
Social Medial Management.

EXPERIENCE AND EMPLOYMENT HISTORY

- A)** Senco Gold and Diamond Limited, Guwahati, [Designation : Sales Executive- (Present)
- B)** Hotel Pragati Manor, Guwahati, [Designation: Front office Executive] (1.5 year)
- C)** Hotel Jironi, Jorhat. [Designation: Front office Associate (1 Year)

OUTLINE :

Responsible for providing a friendly welcome to customer & high- quality service and supports over the phone to customers.

KEY RESPONSIBILITIES

- Achieve sales target per month, offer best deal to the customers.
- Welcoming guests in a politely, friendly and helpful manner.
- Answering telephone inquiries promptly & professionally
- Billings and proper cash handling, received payment through all mode.
- Interact with customer for various query and issues.
- Properly manage guest registration forms and documents.
- Completing the night auditing procedures with accuracy and attention to detail.

PERSONAL DETAILS :

Name	: Devraj Sonari
Father name	: Narayan Sonari
DOB	: 15-01-1995
Marital status	: Unmarried
Language-known	: Assamese, English, Hindi, Nepali
Hobbies	Communicate with people, Editing videos, Physical exercise etc.
Reference	Available on request

DECLARATION

I hereby declare that all the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge. I assure if I am given a chance, I will execute my work to the fullest satisfaction of my superiors.

Date:
Place:


Signature