**Cover letter**

Akhilnadh P.S

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To Whom It May Concern:

I would like to express my interest in interning with your company. I am interested in a position that will utilize my skills and background in MARKETING & LOGISTICS. My goal is to enhance my career in the Logistics industry through a Team member work experience in your firm and become a team leader. Specifically, I would like an opportunity directly related to my career goals

As you will note from my enclosed resume, I have both relevant education and experience. I have a degree in Bachelor of Hotel Management and MBA. My training experience include worked as Industrial trainee at The Casino Hotel Cochin ,Kerala and last one year working with CAPRICORN BAKERY, DUBAI with the designation of Purchase and store management officer. I have management training experience including INDOCHINE HOTEL, SINGAPORE.

I think that working for you would be a great way to expand my skills .I have enclosed my resume for you to review.

Thank you for your time and consideration. I would appreciate the opportunity to talk to you to discuss your company needs, as well as my capabilities to fulfil those needs. I hope that you will consider me for an appropriate position.

Sincerely,

Akhilnadh

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**Akhilnadh P.S**

 **CAREER OBJECTIVE**

* Intend to build a career with leading corporate of Hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.
* To use my diverse knowledge to obtain a good position in an esteem firm
* Willing to work as a key-player in challenging and creative environment with winning attitude.

 **HIGHLIGHTS**

* Outstanding communication skills, verbal and written to communicate ideas effectively
* Thrive in a fast-paced team environment as well as work Independently
* Proficient & knowledgeable within the hospitality industry on standards followed etc
* Effective Time Management & Organizational Skills
* Demonstrated Problem Solving and Decision Making Skills

 **PROFESSIONAL EXPERIENCE**

* Firm : **CASINO HOTEL**, Cochin ,Kerala

 Role : Industrial Trainee – (Full-Time)

 Duration/Size : December 2010 to June 2011

* Firm : **INDOCHINE HOTEL** Singapore

 Role : Started as Management trainee in bar managing

 Duration/Size : June 2012 to January 2013

* Firm : **CAPRICORN BAKERY(THOMSUN GROUP),DUBAI**

 Role : Purchase & Store Assistant

 Duration/Size : June 2013 to May 2014

* Firm : **JOSE MATHEW & CO.**

 Role : Logistics coordinator

 Duration/Size : May 2014 to July 2016

* Firm : **LE MERIDIEN HOTEL,** Kochi

 Role : Internship, Sales Department

 Duration/Size : May 2015 to June 2015

* Firm : **VECTRUS,** Kuwait

Role : Safety officer

Duration/Size : 2016 to May 2017

 **ROLES AND RESPONSIBILITIES**

**Casino Hotel – W-Island, Cochin Dec-2010 - June 2011**

* Learned the practical works done by each core departments
* Learned the practical works done by the supporting departments

 **Indochine Hotel –Clube Street, Singapore Jun 2012 - Jan 2013**

* Learned about the practical side of Hospitality Management
* Good experience in F&B core department
* Experience in networking, multitasking, attention to detail, technical and language skills
* Good qualitative aptitude along with excellent grasping power eagerness to learn
* Able to handle Marketing sale strategies
* Good knowledge of quality control in food industry

 **Capricorn Bakery – Thomsun Group, Dubai, UAE Jun 2013 - May 2014**

* Store Operations & Sales to ensure profitability
* Stock planning, Meeting Sales targets
* Customer relationship & cross selling
* Interactions & coordination with International firms
* Managing store sales & service team members
* Provide the highest quality of services to the customer
* Acquiring and developing new business accounts
* Preparing sales proposals for clients

 **Le Meridien Hotel- Cochin May 2015-June 2015**

* Responsible for Corporate and Travel Agent Room Sales for the hotel
* Clear understanding of the hotels business strategies then set goals and determine action plans to meet the goals
* Implement all sales action plans according to the marketing plan
* Identify new markets and business opportunities and increase sales
* Represent Hotels in various events and exhibition

 **Vectrus Group -Arifgan, Kuwait Nov 2016 – Sep 2017**

* Evaluate the supplier quality and efficiency
* Store Operations & Excellent inventory ,ordering operations
* Finalized the price & vendor with the use of comparative statement(quality, price,

lead ,time ,freight,& payment terms)

* Maintain safety stock level
* Work on specialized ERP for outlets
* Logistical operations & Doccumentations
* Develop pricing structure and the various payment options
* Develop procedures for E-Marketing and Internet advertising and all other forms of sales and marketing

**KEY SKILLS**

* Computer Skills: MICROSOFT WORD.EXCEL , INTERNET BROWSING
* Communication and Analytical skills

  **ACADEMIC QUALIFICATIONS**

* **MBA in Marketing and Logistics,** Amity Global Business School, Kochi
* **Bachelor of Hotel Management,** The Oxford College of Hotel Management, Bangalore
* **Higher Secondary,** H.S.S Mammalassery , Mammalassery, Ernakulam, Kerala, India
* **Secondary School Leaving Certificate,** H.S.S Mammalassery,Mammalassery,Ernakulam

 **CERTIFICATIONS / PROFESSIONAL AWARDS**

 **2013** Best management trainee award of the year from **INDOCHINE SAVANH GROUP**

 **2014** TSI Quality services person in charge Level 2 Award from DUBAI municipality (Quality control)

 **2017** Certiicate of completion in Health & Environmental safety

 **2017** Certiicate of completion in Customer service : At a glance training

 **2017** Certiicate of completion in Bloodborne pathogens training program

 **2017** Certiicate of completion in Fire and Safety training program

 **PERSONAL COMPETENCIES**

* Attended seminars conducted by the college about HOSPITALITY
* Participation of marketing fest in saintgits college
* Team member in AGBS Seminar fest committee
* Participation of seminar fest represented for Department of Logistics

 **INTERESTS AND ACTIVITIES**

* Guest handling & hospitality management ( as it is my profession I love that )
* Driving & travelling
* Marketing Researches

 **PERSONAL DETAILS**

 Father’s Name : Saseendran P C

 Mother’s Name : Jayasree Saseendran

 Date of Birth : 22-05-1991

 Sex : Male

 Marital Status : Single

 Languages Known : English, Malayalam ,Tamil, Hindi, Kannade

 Passport Details : Passport No -- K 1062212

 Date of Issue -- 03/05/2012

 Date of Expiry -- 02/05/2022

 Place of Issue -- Tripunithura,Kerala

 **DECLARATION**

 I hereby declare that all the information furnished above is true to the best of

 my knowledge and belief.

 Date:

 Place: (Akhilnadh P S)