

DEVIKA SAGAR



OVERVIEW

1. Expertise in Operations, Management and Business Development.
2. 3 Yrs. of Public Relations & Marketing Experience primarily Customer Relationship Management and Social Media Accounts
3. Strong Knowledge in Food quality, Hygiene & cleanliness.
4. Participant & Presenter in various Events, Activities & Workshops.

EXPERIENCE

Nov 2018 – Till Date

CINEPOLIS

Bahrain

ASSISTANT MANAGER – OPERATIONS

To manage and maintain the standard of the 4th largest Cinema chain in the world by working upon daily start to end operating procedures of the Cinema with the goal of giving a premium movie experience to all our customers by introducing different formats of Cinema.

Apr 2018 – Sept 2018

BEST WESTERN PLUS the OLIVE HOTEL

Bahrain

BUSINESS DEVELOPMENT EXECUTIVE

Manage and maintain Corporate Key Accounts. Target and sign contractual agreements with Potential companies. Responsible for getting sales through Travel, Industrial & Corporate Companies from time to time. To understand Competitor prices and quote accordingly.

Oct 2017– Jan 2018

ASPRI SPIRITS

Pune, India

BUSINESS DEVELOPMENT EXECUTIVE

Aspri Spirits- a wine & spirits firm. Handled the On- Trade for Pune City, India. I was responsible for about a 120 outlets in Pune, out of which 35% were my key outlets.

- Updating and maintaining daily batch
- Ensure proper efficiency and compliance towards day-to-day tasks.
- Part of the Retail Team and their Operations
- To minimize errors, operational losses and rework
- Preparing Weekly Report for the sales team.
- Working within the TAT.

Jan2017 – Sept 2017

RAASTA CAFE

Pune, India

RESTAURANT MANAGER

Worked with food and beverage staff to ensure proper food presentation and proper food-handling procedures.

PRIMARY ROLE / RESPONSIBILITIES

- Oversee the dining area, supervise food and beverage service staff in accordance with operating policies that he or she may help establish.
- Schedule periodic food and beverage service staff meetings to ensure correct interpretation of policies and obtain feedback from staff members.
- Ensure product quality and great service
- Quick check on FOOD QUALITY, Hygiene & cleanliness
- Incentivize team members to maximize sales and revenue.
- Set departmental targets and objectives, work schedules, budgets, and policies and procedures

Jun 2016– Oct 2016

Irish Village Brewery

Pune, India

PR MANAGER

PRIMARY ROLE / RESPONSIBILITIES

- To take care of Public Relations and Social Media Marketing.
- To work with the designer on the social media page and create new guidelines and Events.
- Provide feedback and coaching to the Team regularly.
- Set high standards for appropriate team behavior on shift.
- Seek, listen and handle guest complaints in the restaurant.
- Show enthusiasm about guests within the restaurant.
- Evaluate guest satisfaction levels with a focus on continuous improvement.

Feb 2014 – Oct 2014

SKYE RESTO & LOUNGE

Pune, India

MARKETING & PR EXECUTIVE

PRIMARY ROLE / RESPONSIBILITIES

- To take care of On Floor Public Relations and Social Media Marketing
- To work out marketing strategies and run certain events & offers
- To interact with guests and make sure of smooth operations and dealing with customer and service problems.
- Business Development by targeting Corporate Companies and signing a contract.

Aug 2013 – Jan 2014

HIDDEN PLACE, Restaurant

Pune, India

MARKETING & PR EXECUTIVE

PRIMARY ROLE / RESPONSIBILITIES

- PR and Social Media Specialist.
- Interact with guests and receive feedback
- Plan and organize events according to Target Market

S K I L L S E T

- Computer : MS Word, Excel, PowerPoint
- Languages : English, Hindi, Marathi, Gujarati

Q U A L I F I C A T I O N

- **PURSUIING MASTER’S DEGREE IN MARKETING – AMITY UNIVERSITY (COMPLETING IN 2020)**
- **BACHELOR’S DEGREE IN ARTS SOCIOLOGY - PUNE UNIVERSITY –2016**
- **HIGHER SECONDARY – INDIAN SCHOOL BAHRAIN 2012**

S T R E N G T H S / H O B B I E S

- To be able to find peace and love in the little things of life
- An absolute food lover – A strong believer of “Good food is good Mood.”
- Team leader and Team player.
- Willingness to accept challenges
- Excellent communication skills.
- Friendly and a true professional.

P E R S O N A L P R O F I L E

- Full Name : Devika Sagar
- Father’s Name : Rajendra Keshavji
- Date of Birth : 07 May 1994
- Nationality : Indian
- Marital Status : Single