

Curriculum Vitaé of Tanvir Ahmed Rajib

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Career Summary

Currently working as an Assistant Revenue Manager, my area of expertise includes but not limited to portfolio management, customer engagement, relationship management and revenue management.

Work Experience

- Le Méridien Dhaka:** **Status:** Assistant Revenue Manager
(A Brand of Marriott International) **Duration:** From January 01, 2018 till date

Key Responsibilities:

- Portfolio Analysis.
- Effective pricing and competitor analysis.
- Set seller wise target, evaluate and assess.
- Co-ordinate with credit for billing issues.
- Communicate and respond to internal and external queries related to Room reservation and Revenue via email and phone.
- Meet Walk-in guests and solve any queries related to room reservations and revenue.
- Prepare Monthly Activity Report.
- Prepare Month Closing Report.
- Overseeing revenue management and distribution strategy of the hotel and managing day to day yield operations.
- Driving Market Share and Revenue Performance.
- Conducting displacement analysis of group business and sales negotiations to ascertain potential impact of business decisions.
- Ensuring forecast accuracy is met within the industry standard.
- Reviewing sales account production monthly with sales to identify patterns & volume of production to agree appropriate actions are taken.
- Working with marketing team to manage promotions during low demand period, value adds promotions and event periods.
- Playing an integral role in all sales negotiations for existing business and for new account(s) sign up.
- Creating and maintaining a 13 month rolling demand calendar.
- Providing weekly dynamic forecast of expected results, variances and budget comparisons.
- Leading the property weekly Revenue Management Meeting and Daily Business Review Meeting.
- Providing Executive Committee with regular revenue management updates.
- Maintaining historical data on events and performance, tracking effectively for future strategy setting.
- Oversee and assist the Reservations team in their day to day operational work and provide them with guidance and solutions on operational challenges.

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| <input type="checkbox"/> <u>Le Méridien Dhaka:</u>
(A Brand of Marriott International) | Status: Revenue Executive (Revenue)
Duration: From August 08"16 till Dec 31"17 |
| <input type="checkbox"/> <u>Le Méridien Dhaka:</u>
(A Brand of Marriott International) | Status: Management Trainee (Revenue)
Duration: From August 08"15 till Aug 07"16 |
| <input type="checkbox"/> <u>Nestle Bangladesh</u> | Status: Intern
Duration: From March 01 till May 31 st 2015 |
| <input type="checkbox"/> <u>Dhaka Bank Limited</u> | Status: Intern
Duration: From Jan 01 till Mar 31 st 2012 |

Academic Qualifications

Masters of Business Administration (MBA)	American International University-Bangladesh Major: Finance and Marketing CGPA: 3.85 (Out of scale of 4.00) Year: 2012-2014
Bachelor of Business Administration (BBA)	American International University-Bangladesh Major: Finance and Accounting CGPA: 3.48 (Out of scale of 4.00) Year: 2008-2012
A Levels:	Private Group: Accounting and Mathematics GPA: 3.00 (Out of scale of 5.00) Passing Year: 2008
O Levels:	Mapleleaf Int. School Group: Business and Science GPA: 3.83 (Out of scale of 5.00) Passing Year: 2004

Extra-curricular Activities

- Worked for **AIEMEC (World's Largest Student Organization)**
Organizing Leadership Development Programs and Seminars, Student Exchange Program and Mentorship

Major Seminars/Workshops Attended

- Participated in '1st International career Summit 2014' jointly organized by UIU CCC & WSDA New Zealand held at United International University

Certification

- Completed the Big 4 platform Integration (part of the core integration team responsible for integration and implementation Starwood to Marriott systems).
- Completed ESSM (Essential Skills training for supervisors and Managers)

Achievements

- Achieved Summa Cum Laude: Distinction Award (Silver Medallion)

Skills

- **Computer Skills:** Good Command over Microsoft Office Applications especially on MS Word, MS Excel, MS PowerPoint, and Internet Browsing & E-mailing.

- **Languages Skills:**

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Bengali	Excellent	Excellent	Excellent

- **Presentations Skills:** Skilled in making Report Presentations

Key Strengths

- Ability to meet any challenge with confidence, determination, sincerity and hard work.
- Accustomed to accept responsibility, entrust authority and work with people at diverse level.
- Ability to quickly adapt to changes and pick up things easily.
- Ability to communicate in a clear and concise manner in both oral and written form.

Personal Details

Date of Birth: September, 07 1986
Father's Name: Masud Ahmed
Mother's Name: Quazi Ummey Salma

References

Shakil Parvez
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