

Reservation Executive

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Company: Hotel Chadstone Melbourne MGallery

Location: abu dhabi

Category: other-general

Plan the room reservations. Ensure proper selling techniques and strategies are utilized to maximize room revenues. Coordinate all duties and responsibilities of the reservation department ensuring a high level of accuracy and efficiency. Any matter which may effect the interests of the hotel should be brought to the attention of the Management.Sales & Marketing PlanningPlan & prepare forecasts on a timely basis for review. Plan & prepare monthly reports, forecasts and other relevant reports. Ensure that the various monthly statistical reports are generated and assist in the development of occupancy forecasts for the annual budget.

#J-18808-Ljbffr

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