

## **RAVI ASHOK SONUNE**

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**Mobile- 8655064767**

### **Sales & Operations (Relationship Manager)**

#### **QUALIFICATION PROFILE**

Highly accomplished professional with a proven ability to deliver high-quality work, excellent customer satisfaction and a strong attention to detail with sales & operations and key skills and experience in management, administration and sales, I have been recognized throughout my career for my proven abilities to deliver quality results within the following areas:

- Operations Management
- Attention to Detail
- Planning & Organisation
- Communication
- Relationship Management
- Multi-Tasking
- Monitoring and Coordination
- Customer Service
- Quality Assurance
- Dynamic Improvements

#### **KEY COMPETENCIES & SKILLS**

- Excellent written and verbal communication (fluent in English Hindi and Marathi) skills with a capacity to deal with cultural diversity and communicate effectively with people of different ages and backgrounds in the workplace.
- Strategic thinker with strong decision-making, problem solving and analysis skills.
- Recognized for leadership, people management skills and an ability to drive and manage collaborative team efforts.
- Ability to multi task under pressure and effectively manages multiple works simultaneously while employing coordination and problem solving strengths
- Honest, eager individual with a genuine passion for achieving goals for self and others.
- Proven ability to take initiative in completing works with exceptional quality and attention to detail.
- A passion for providing excellent customer service, integrity and teamwork with a focus on the achievement of consistently outstanding results.
- Highly Proficient in Computer Operations including:
  - MS Word, Excel, PowerPoint, Opera, Adobe, Corel Paint Shop, basic Photoshop and 3D Animation.

## PROFESSIONAL EXPERIENCE

### **District Sports Complex**

**7th May 2019 – Present**

#### **Relationship Manager**

- Looking for new sales opportunities and closing the deal.
- Giving club tour and detail explanation about membership and premises to the guest coming in for membership.
- Coordination's with Members for solving their queries and issuing their membership ID cards and other documentation process.
- Handling KheloMore online bookings backend for Pay & Play and Coaching.
- Drafting Quotations and Work orders for contractors, vendors and guest.
- Handling complete booking counter for more then 25+ Sports and Activities.
- Co-ordinating with vendors and architectures for maintaining and managing the facilities
- Working on affiliations with other clubs and sports academies
- Keeping track and follow-up of club operations

### **Kick Start Academy**

**1<sup>st</sup> October 2020 – Present**

#### **Football Coach**

- Conducting research and analyzing previous games to develop game plans, tactics, techniques, formations, and strategies.
- Organizing and scheduling tryouts and shortlisting potential players.
- Determining individual player abilities, strengths, and weaknesses, and factoring these into the gameplay and strategy sessions.
- Ensuring the football field is available for practice sessions and that players show up on time.
- Establishing rules and regulations and ensuring players are familiar with them.
- Organizing team building sessions and activities off the field.
- Fostering good sportsmanship in all team players, resolving disputes, and addressing bad behavior in a timely manner.
- Identifying exceptional players who might be scouted for scholarships and to play in professional leagues.
- Ensuring all sports equipment is available and in working order.
- Encouraging players to engage in other recreational sports and to live a healthy life with a balanced diet.

### **S.P. Football Academy**

**1 Year**

#### **Football Coach**

- Provide training and instruction to kids who are involved in in-house and out-house school competitions.
- Plan practices four nights a week.

- Monitor all kids to ensure everyone is playing safely, and resolve any conflicts that come up.
- Encourage parents to reach out to me by providing contact information, resulting in several individuals calling me to request more information about how I would keep their children safe.

#### **Andheri Football Academy**

**2 Years**

- Oversaw workout regimens and worked with head coach after practice hours to develop a clear schedule going forward.
- Monitored academic eligibility of students and helped students to get their grades up so they could continue playing.

#### **Sagacious BPO Services Pvt. Ltd.**

**6 Months**

- Handling inbound and outbound calls for selling Mobile Tab (Aakash brand) which is related to Govt.
- Coordinating with TM for closing deal.
- Maintaining data and follow up calls on regular basis.
- Visiting members for sales purpose.

#### **Thane District Football Association (TDFA) (Super Division)**

**1 Year**

- Played as a player for teams.

#### **Mumbai District Football Association (MDFA) (Third Division)**

**2 Years**

- MDFA: First Division for 1 year
- MDFA: Super Division for 6 years
- MDFA: Elite Division for 1 year

### **CERTIFICATES & ACHIEVEMENTS**

- Under 14 Zonal Team Football (Twice)
- Secured 1<sup>st</sup> place in 600m run, 1:57 in Ryan Inter School Athletic meet
- Secured 2<sup>nd</sup> place in 400m run in Intra College Tournament
- Secured 3<sup>rd</sup> place in 400m run, 57:2 in Ryan Inter School Athletic meet
- Secured 3<sup>rd</sup> place in discuss throw in Intra College Tournament
- Nature study & Adventure camp organized by Air India Sports Division
- Under 15 National Team Football
- Under 15-5 district Team Football
- Secured 2<sup>nd</sup> position in 2000m run, 8:03 in 3<sup>rd</sup> Inter school Zonal Athletic Meet
- Under 17 National Team Football
- Under 17-5 District Team Football
- Under 17-3 Zonal Team Football
- Under 17- All India Football Tournament Chandigarh

- Under 19 National Team Football
- Under 19 State Team Football
- Secured 2<sup>nd</sup> position in Handball in St. Augustine's School
- Secured winning position in Handball in St. Augustine's School
- Certificate of Participation at District Level Runner up in Hand Ball
- Certificate of Participation in First Maharashtra State Junior Touch Rug by Championship
- Secured winner position in Hockey in St. Augustine's School
- Certificate of Honor in Football event, runner up position in St. Augustine's School
- Secured winning position in Football in Ryan International Football Tournament
- Secured 3<sup>rd</sup> position in Inter School Football Tournament
- Participated in Football as a captain in Navi Mumbai Municipal Corporation
- Participated in Football Tournament at Fr. Agnells Sports Ground
- Certificate of Honor in participating The First Sunil Dutt Memorial Invitational Football Tournament

### ACADEMIC DETAILS

- S.S.C. from St. Augustine High School (Nerul)
- H.S.C from I.C.L.E.S (Vashi)
- Degree from St. Paul's College (Ulhasnagar)

### ADDITIONAL QUALIFICATION

- Diploma Course in 3D Animation.

### PERSONAL DETAILS

**Date of Birth:** 11<sup>th</sup> May 1992  
**Nationality:** Indian  
**Languages:** English, Hindi and Marathi  
**Address:** C-2022, Greenland CHS, Plot – 20, Sector – 40, Nerul, Seawoods, Navi Mumbai - 400706

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I hereby declare that all the information provided to you is true to my knowledge.

**RAVI ASHOK SONUNE**