



PETER RAJKOVIČ

Curriculum Vitae

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Born: **8.12.1991** **peto.rajkovic@gmail.com**
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Nationality: **Slovak** **Podhájska 142, 90086 Budmerice, SK**

WORK EXPERIENCE

2019 – 2021

Sales Manager MICE Jan Hotels - Prague

- Sales and trading of events for 5 hotels, 3 in Prague and 2 in Český Krumlov
- Focus on the sports segment and the banking sector
- Searching for new potential clients
- Creating and calculating tailor-made requests for clients, promotion of conference rooms and accommodation, concluding corporate contracts for regular clients

2018– 2019

Event Manager Le Palais Art Hotel Prague *** - Praha**

- Promotion and sale of MICE and event services in 5 * hotel
- Managing of Event operative and providing 5 * services according to standards
- Close cooperation with F & B Manager and Sales Director to achieve maximal contentment of customers
- Processing of the events from beginning till the end, communication with head of company through the events
- Control of the realization and implementation of the business in close cooperation with F & B Manager
- Creating of hotel web sites and editing all parts the working windows
- Creating price offers and individual calculations based on customer requirements

2018

Sales Manager Top Hotel Praha ** - Praha**

- Promotion and sale of MICE services of the largest congress hotel in Czech Republic and Europe.
- Active acquisition of new potential clients and care of present clients. Organizing and conducting business meetings. Participation in professional workshops and fairs.
- Close cooperation with clients before and after the contract - feedback, evaluation of quality and final processing.
- Billing of completed actions.
- Regular reporting for hotel management. Preparation of brochures for clients in cooperation with the marketing department.

2017– 2018

Head bartender and Marketing Manager – Pitkin music bar – Brno

- Preparation of shifts for waiters and bartenders. The responsibility of one bar from two in the venue, preparation of new drink menu, ensuring issueless environment and managing events in the venue.
- Marketing promotion via Facebook, Instagram, Google + and Tripadvisor and advertising including new brochures, leaflets, radio spots etc.
- Acquisition of potential business contacts (B2B).

2017

Associate in opening a cocktail bar & boutique restaurant in Brno

- restaurant name: Atelier cocktail bar & bistro
- systems setup, marketing strategy design, advertisement design, supplier selection
- corporate contract setup and negotiation, supply chain management

2016 - 2017

E-commerce manager / Food & Beverage manager deputy in Grandhotel **, Brno**

- hotel marketing, ad creation and design, exhibition venues, business meetings
- online sales and accommodation advertising, social network management, pricing policy, online booking management (Booking.com, Previo, Expedia, GTA, Travco...)

2016

Marketing manager in Bobycentrum ** hotel, Brno**

- marketing management of the whole advertising undertakings of the hotel, social media management, leading of business meetings, taking part on exhibition venues, contract management and marketing of additional hotel services like congress venues and wedding services
- planning and new business relationship management with external suppliers
- communication with and management of online sales platforms and booking sites (Booking.com, HRS, Expedia, Hotel.cz, Ehotel, Medglobal, Previo...)

2014 - 2016

Food & Beverage manager (operations) in Bobycentrum ** hotel, Brno**

- salesforce management, complete responsibility for supply chain of the hotel, event marketing and management
- menu setup, communication with guests of the hotel, responsibility for operations within all guest services provided by the hotel

2014

Barman and waiter in Cocktail Bar Two Faces, Brno

2013

Waiter in holiday resort Mill Rythe Holiday Village, United Kingdom

2007 - 2012

Practice within high school studies, Hotel Academy Mikovíniho 1, Bratislava

- work for a catering agency – responsible for various events (balls, routs, weddings)
- lead barman in hotel complex Blue Bay***** - Greece
- waiter in Patria***** hotel - Starý Smokovec in High Tatras, Slovakia
- waiter and barman on the main bar in hotel Bellevue**** - High Tatras, Slovakia
- practice in Vietnamese restaurant – various roles within the restaurant

EDUCATION

- 2012 - 2015 **Bachelor awarded from College of Business and Hotel Management, Brno**
- Field of study: Hotel and Tourism Management
- 2010 - 2012 **Hotel Academy on Míkovíniho 1, Bratislava, Slovakia**
- Field of study: hotel academy, awarded with graduation certificate
- 2007 - 2010 **Hotel Academy on Míkovíniho 1, Bratislava, Slovakia**
- Field of study: hotel academy, awarded certificate of apprenticeship

COMPUTER SKILLS

- Microsoft Office Suite:** advanced
- Hotel management:** Rehos, Restis, Protel, Storious
- Booking systems:** Booking.com, HRS, Expedia, Hotel.cz, Ehotel, Medglobal, Previo
- Social networks:** initial setup, management and strategy definition

PERSONAL QUALITIES

I am punctual, reliable, patient and responsible young professional. I learn fast and willing to be timely flexible. I enjoy working within a larger team and can create good relationships with my co-workers relatively quickly. However, I'm also enjoying personal responsibility and being able to manage my own workload and further development.

LANGUAGE SKILLS

- English:** advanced business level
- German:** basic hotel communication
- Russian:** basics with customer understanding
- Czech:** advanced hotel communication
- Slovak:** mother tongue

HOBBIES

Sports – soccer, gym workout, hockey, culinary science, friends, movies and cinematography, communication with people, my job

Peter Rajkovič

Prague, 5th January 2021