**Divya Nair**

**Plot no 33, Flat no—201, Defence Colony  
Sanikpuri  
Secunderabad  
A.P- 500078  
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**Objective**

Looking for a long term career path with challenging assignments that will strengthen my knowledge and an environment that gives freedom to implement ideas and gives excellent career growth to make optimum use of my knowledge acquired and the experience gained while keeping myself always open for learning. A dedicated individual with professional skills and knowledge of hotel management processing work experience of 4 years in sales and marketing.

**Strengths**

* Excellent communication and interpersonal skills
* Fast learner
* Excellent customer service skills
* Flexible with working in all time zone
* Good team player

## Professional Experience

**Organization:** Omics International Pvt Ltd

**Designation:**  Asst Manager-Business Development

**Period:** October 2015-October 2016

**Working as an Assistant Manager for conferences. Plan and execute 600+ medical seminars and conferences across Europe.**

**Roles and Responsibility**

* Maintain amicable relationships with the venue and logistics providers
* Formulating event timelines, detailed plans and agendas, site selection, handling all logistics, program transportation, creating and maintaining budgets in a timely and professional manner
* Assist with managing all aspects of the Conference Services department
* Planning, scheduling, confirming, ordering catering and all other aspects of conference room reservations and set-ups for the Firm.
* Serve as the point of contact for supply vendors and hotels
* Responsible of the firm’s travel program.
* Strive to exceed customer expectations at all times.
* Responsible for the arrangement of every logistical element of event, food, room set-ups, music etc.
* Ensure all the requirements should meet the budget.
* Research and find the opportunities in the areas for the cost savings.
* Supervise the activities of Meeting Planning and Seminar Coordination’s
* Plan, design and implement the target events every year
* Communicate with professionals, including venue **management, stand designers, caterers, contractors** and equipment rentals to ensure efficient running of an event.
* Handle visa Documentations for the onsite travelers from organization.
* Audio-Visual and Multi Media Management

**Organization:**

**Organization:** Aditya Hometel/Aditya Park.

**Department**: Sales & marketing

**Designation:**  Asst sales Manager

**Period:** June 2012 – September 2015

**Roles and Responsibility**

* Sell hotel guestrooms groups, catering services, and banquet facilities through direct client contact to maximize total rooms revenues and profits.
* Establish client base of organizations, associations, social, and corporate businesses through direct outside and inside sales effort for the purpose of securing business for the hotel

**Organization:** Novotel Hotel (Accor Group)

**Department**: Sales & marketing

**Designation:**  Sales Executive

**Period:** December 2011**-**May2012

**Roles and Responsibility**

* Sell hotel guestrooms groups, catering services, and banquet facilities through direct client contact to maximize total rooms revenues and profits.
* Establish client base of organizations, associations, social, and corporate businesses through direct outside and inside sales effort for the purpose of securing business for the hotel

## Education

* BHM from Gesto collage of Hotel Mangement,Begumpet

Marks Secured 78%

Passing out year 2012

* Intermediate (Commerce) Hyderabad, CRPF Public School (CBSE).

Marks Secured 65%

Passing out year 2010

* Schooling (CBSE) from K.V.Bolarum

Marks Secured 70%

Passing out year 2008

## Personal Profile

**Name** :Divya Nair

**Father’s Name** :    Dinesh Babu

**Nationality** :   Indian

**Gender**                    :    Female

**Marital Status** :    Single

**Declaration:**I hereby declare that all the information furnished is best of my knowledge and belief.

**Date:**

**Place**:

 (**Divya Nair**)