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| Contact **EMAIL:**  [Devanshu-393436@2freemail.com](mailto:Devanshu-393436@2freemail.com) EDUCATION **Master’s Degree**  2018 University of the West of ScotlandBachelor’s Degree 2016  Institute of Hotel Management, Hyderabad.  **Higher (+2) Secondary**  2013  Scholar’s Home, Dehradun  **Matriculation**  2011  St. Mary’s Sec. School, Dehradun. |  | OVERVIEW A diligent professional looking for a great opportunity where I can contribute towards upcoming ideas and innovations and manage key projects that impact the organization as well as broaden my scope of learning from the organization’s team members. WORK EXPERIENCE **Singapore**  Management Trainee (2018) -12 Weeks   * Coordination of applicants, conduction of job interviews and preparation of following steps * Introduction of new staff into their work environment * Maintaining a healthy communication system towards the employees * Serving as a point of contact with benefit vendors/administrators * Preparing new employee files * Manage guest queries in a timely and efficient manner * Strive to achieve departmental targets     **New Delhi, India**  Internship (2014) – 17 weeks  Trained in all the core departments:   * Front Office * Operations * Housekeeping * Sales and Marketing * Human Resource |