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|  |  | DEVANSHU  |
| Contact**EMAIL:**Devanshu-393436@2freemail.com EDUCATION**Master’s Degree** 2018University of the West of Scotland Bachelor’s Degree2016 Institute of Hotel Management, Hyderabad.**Higher (+2) Secondary** 2013Scholar’s Home, Dehradun**Matriculation** 2011St. Mary’s Sec. School, Dehradun. |  | OVERVIEWA 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 weeksTrained in all the core departments:* Front Office
* Operations
* Housekeeping
* Sales and Marketing
* Human Resource

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