Phanisri Vangala

Present Address: Flat 203, Park West apartment, Road 6D, opposite Harivillu, Manikonda, Hyderabad

Pin: 500089

Phone: +91-9573186141

Gmail: phanivsp94@gmail.com

 DOB: 1994-08-10

**Professional Summary:**

I have accomplished as an Operations Executive with a successful track record of 3 years’ experience in assisting the company in fulfilling their requirements.

Coordinate transportation, providing proper venue country wise and accommodations based on client’s needs, budgets, and expectations.

Network with representatives of hotel chains, different vendors associated with travel and hospitality.

I have handled more than 900 Conferences in Asia Pacific, Middle East, USA, Canada and Europe region.

**Skills:**

* Good communication skills.
* Client Vendor Relations
* Staffing of Freelance onsite co-ordinators.
* Budget management skills.
* Project Co-ordination
* Flexibility & Adaptability
* Quantitative and Qualitative Research

**Technical Skills:**

 Microsoft Office Excel, VLook up (basics), Microsoft Outlook (email related)

**Work History**

October 2016- Current @ **Omics International Pvt Ltd:**

***Operations & Events Coordinator / Business Development Executive***

•Tailored events according to the personal tastes and budgets of clients, managing and exceeding expectations.

 .•Being a Part of Venue and Logistics department, I take care of providing the proper venue country wise and as per budget allotted by Management.

•Maintained a portfolio of vendors/clients, serving as primary point of contact.

•Collaborated with vendors to meet client expectations; available on-demand 24/7

•Created and managed budgets of $50,000+ for events. Always delivered needs on time and under the budget.

•Negotiated and booked venues, transportation, hotel rooms, F&B, A/V equipment and budgeting for editorial board meetings etc.

•Managed event staffing, catering contact, building operations, event set-up and break-down.

•Prepared Event Stats, material and content for the speaker

•Created, staffed and coordinated booths for every event

•Track and report costs, sales, and other various event statistics for each event

**About Omics International Pvt Ltd:**

OMICS International is an Event Organizer that conducts International Conferences & Congresses in the fields of Engineering, Technology, Pure and Applied Sciences, Pharmaceuticals, Medical sciences, Clinical and Management studies. OMICS International Journals publishes the best research works presented in these conferences in their respective Journals. OMICS International conferences are also known for its workshops, exhibitions and tradeshows where industry specialists come face to face with the academic and research communities and conceptualize the research framework.

**Education:**

## Under Graduate (Computer Science)

* B.E at Raghu Institute of Technology affiliated to Andhra University
* Year: 2012-2016
* CGPA: 8.7

## Intermediate (11&12thstd)

* Intermediate at Sri Chaitanya junior college in Visakhapatnam
* Year: 2010-2012
* GRD: 86.3%

## CBSE (10thstd)

* Little Angels School(Visakhapatnam)
* Year: 2009-2010
* CGPA: 8

**Additional Detail :**

* I have given a Computer Adaptive test for placement purpose i.e. AMCAT and CoCubes which is nothing but a pre-assess exam.

**Hobbies:**

* Listening music, Dancing,
* Travelling, Volunteer works
* Sports : badminton, walking, Bicycling

I hereby declare that the information furnished above is true to my knowledge and belief. I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or misleading, I am aware that I may be held liable for it.