**DIVYANSH MATHUR**

Gurgaon (Haryana), India

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Seeking new opportunities in US IT recruitment as an Account Manager withholding expertise in Customer Handling and client relations, I am looking to further enhance my skill set, knowledge and grow along with the organization

**SUMMARY**

* Dynamic and resourceful professional with **more than ten years** of progressive experience in Business development and recently in US IT and Non-IT recruitment handling the role of Account management for the team. Managing / Qualifying / Screenings profiles on jobs of NPAworldwide Members a portal with more than 1000 Recruiters.
* No. 4, No. 7 and No. 5 (Twice) recruiter for the Month of June, July, August and September respectively.
* A quick learner with great understanding of various roles both IT and Non-IT (Cross industry).
* With 10 placements in 8 months of Account management have raised revenue worth $100K individually working as a Pure exporter.
* Good Knowledge of US Market and all the states.
* Experienced in The Hospitality Industry with a Special Forte in Event Planning, production and Client relationship management. Also has good experience and knowledge of Front Office, Hotel Operations, Pre- Opening Hotels, and Banquets, also has a good experience in Corporate Office Work.
* Excellent Guest Relation Skills, Leadership Quality, Presence of Mind, Communication Skills and Problem-Solving Skills
* Proficient in delivering significant improvements to the sales and development of potentially viable market segments and implementation of marketing strategies for growth of market share
* Well-experienced in a Negotiations, Arranging and Overseeing staff Productivity, Handling and Managing Budgets
* Skilled in developing, managing, and executing marketing initiatives aimed at increasing Brand Awareness, tapping and capitalizing on Business Development Opportunities, and Increasing Customer Base
* Conversant with MS Office, Internet Explorer, Fidelio, HIS Epitome, Opera, Next, IDS

**SKILL SET**

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| --- | --- | --- |
| * US IT Recruiting
* Team Handling
* Client Relation
* Quick Learner
* Event Promotions
* Bid Management
* Pre-event Meeting
* Vendor Management
* Customer Relationship Management
 | * Business Development
* Forecasting and Budgeting
* Client Need Assessment
* Prospecting / Lead Generation & Conversions
* Service Quality Assurance
 | * Market Research and Analysis
* Sales Action Plans & Development
* Staff Training and Development
* Team Coordination
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**EDUCATION**

* Degree in Bachelors of Science in Hotel Management, Catering, Technology & Tourism from Punjab Technical University, India, 2014
* International Diploma in Hospitality from Thames Valley University, London, UK, 2010
* Advanced Diploma in Hospitality Administration from Institute of Advanced Management, Goa, 2007

**LANGUAGE SKILLS**

* Fluent in English
* Fluent in Hindi
* Moderate in French

**GLOBAL EXPOSURE**

* Worked and studied in UK

**CERTIFICATION**

* Certified in C, C++, HTML, Visual Basic, Digital Marketing

**ACHIEVEMENTS**

* Bagged BQC contest
* Received Several Sport Related Achievements

**AVAILABILITY**

* Ready to relocate and join immediately

**EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| Opallios Inc. | Business Development Manager | Oct 2020 – Till Date |
| CRB Tech Solutions | Client Acquisition Executive | Dec. 2019- April 2020 |
| IplaceUsa | Account Manager  | July 2018 – Nov. 2019 |
| EMG Entertainment | Deputy Manager | Aug 2014 – Dec. 2017 |
| a'XYKno Capital Services | Sr. Analyst | Aug 2013 - Aug 2014 |
| Abhijeet Group | Senior Executive | Aug 2010 - Aug 2013 |

**Work experience details:**

**As Business Development Manager: Opallios Inc.**

* Handled day to day Business Development bringing in new business for the firm
* Successfully brought in 10 new clients in a time span of 6 months
* Handling accounts as an Account Manager as well
* Managing various existing accounts while seeking new business
* Handle candidate interview and onboarding coordination
* Maintain a daily MIS of client coordination and submissions made

**As a Client Acquisition Executive: CRB Tech Solutions**

* Managed various clients
* Onboarding of new Domestic IT Clients
* Currently Managing 12 clients
* New Clients Onboarded: Datametica, Wingify Solutions, Attra Infotech, Sopra Steria
* Qualifying jobs and sharing the same with the recruiting team, currently managing a team of 12 recruiters

**As an Account Manager: IplaceUsa**

* Call up Candidates in the US and interview for various IT and NON IT positions and help end clients place them
* Speak directly with third party vendors who work with the End clients.
* Handle new jobs received from client and share it with the recruitment team post qualifying them.
* Build relationship with Client and do tie ups with new clients for growth in business.
* Handle a team of 17 Recruiters in Various IT and Non IT Verticals.
* Follow up on Interviews with End Clients
* Do sales pitch to new clients to increase business
* Follow complete recruitment life cycle
* Manage day to day work sheet of candidate call sheet
* Maintain daily MIS.

**As a Deputy Manager – EMG Entertainment**

* Initiated and managed as a Wedding Planner / Event Manager
* Handled more than 70 Weddings which were successfully Planned & executed
* Was heading a team of Professionals within various Departments
* Organized several destination Weddings in various parts of India
* Completed the wedding budgeting and planning along with management
* Handled Production of the events in the company
* Managed the Business Development of the company
* Responsible for client meetings, client servicing, forecasting and budgeting
* Managed more than 50 artist management events
* Handled Light & sound + Production setups for big stage shows like IIFA, Supersonic, Indian Airforce Convention, etc

**As a Sr. Analyst – a’XYKno Capital Services Pvt. Ltd.**

* Managed the Delhi Office in Different Verticals i.e. Natural Resources & Energy, Infrastructure, Merger and Acquisitions
* Assisted all the Pre Bids, Bids and Technical Bids for the Company
* Completed MIS of companies who were Tied up with a’XYKno Caps
* Assisted client Specific Corporate Presentations on behalf of the company

**As a Senior Executive – Abhijeet Group**

* Worked as Assistant Manager (Guest Relations) for the travel desk & administration
* Looked after Management of Guest Houses, Hotel Bookings, Business Air Travel, Logistics
* Managed the facility Management of Three offices in Nagpur- Ambazari, Landmark and Ajni
* Handled Daily Guest House MIS report, Hotel Billing and Travel Desk MIS reports
* Special Forte- Tie ups with Event Vendors, PAN India Cab Companies, Hotels of all Grades, Service Apartments, and Facilities Management Related Vendors.