

PERSONNEL CURRICULUMVITAE



Name: Ms. **Maya (Madhu) Khurana.**

Seeking Position : Looking for Sales & Marketing related Position

***Currently working for Oasys Tech Pvt as
Business Development Director Bhubaneswar/New Delhi 2024***

Core Competencies:

- Identify new partners and opportunities that will enhance Value in Pass Offering.
- Propose, negotiate and renew contracts on optimal terms that is viable for both parties.
- Collaborate with senior Management and other teams to align our internal goals with new and existing partner relationship.
- Train and support partners with all aspects of Partnership.
- Feedback to the business about concerns, complaints and ideas from partners.
- Analyze sales trends, track unit sales & generate gross margin reports.
- Generate Monthly budgets & sales forecast.
- Participate in trade shows, conferences and community events to promote corporate program.
- Investigate and trouble shoot customer service Issues.

The Re/Max Collection fine Homes & Luxury Properties L.L.C Heart Of Europe Hotel.
Senior Sales Manager

1. Working with revenue management, operations, and marketing team..
2. Lists and properties making them the most appealing to prospective clients.
3. Receive leads on above properties.
4. Arrange viewings and carry them out with expert knowledge.
5. Receive offers and work on negotiation with landlords.
6. Sign contracts between Tenant/landlord or Buyer/seller.
7. Develop networks & cooperate with developers
8. Draft and complete important legal documents (contracts, agreements)
9. Generate and maintain list of properties on sale.

Design Management

- * Managing the Design lifecycle. Initiation, Planning, executing, controlling and closing.
- * Ensure all Capital improvement Projects are in compliance with appropriate brand standards and purchasing programmes.
- * Adaptability and change management.

*Work closely with both Corporate & Hotel Personnel as necessary, including Project management, Procurement, accounting, adaptability & change management.

* Ability to manage varied teams across geographies to embrace change.

Drive for Results

- * Proven record to achieve per set goals within time ,quality & higher results.
- * CreateasharedVisionacrossvariouslevels intheorganisation todelivergrowth.
- * Build a growing organization year after year.
- * Overcoming sales rejection & closing bulk deal.

Relationship & Sales Management

- * Understanding relationship dynamics.
- * Creating Empathy & dealing with disagreement.
- * Gaining confidence of peers, colleagues and clients.
- * Able to quickly adapt to change in environment & deliver.
- * Maintaining property rentals & advertising upon key handovers.
- * Establishing rental rate & profit goals.
- * Managing sales team and provide leadership training and Coaching.
- * Work on sales scripts with agents
- * ParticipateinsponsoredMarketingcampaignsegInternationalIndiaFilmFestival(IIFA, ZeeTv, ARY channel)

EMPLOYMENT HISTORY

Gems WSD employment: Examination teacher. 2021

Shikha Turnkey Projects L.LC Dubai UAE

AsDirectorDesign&BusinessDevelopment 2012-2020

Projects Handled @Shikha Turnkey projects

1. ArmyClub- AbuDhabi Lobby,CEO office ,Kids Club Designs.
2. The Ritz Carlton Grand Canal-AbuDhabi.Restaurant Interiors.
3. The Address Dubai Mall Hotel- Banquet Hall refurbishment, cabana Restaurant, & staff dining.
4. Hilton Dubai Marina- kids club refurbishment.
5. Armani Hotel- Marketing office space Planning ,Finance & HR Departments.
6. Anantara(JabalAlAkhhdhar ,Oman) lighting design.
7. Fairmont AbuDhabi - mock-up.
8. Times Hotel- Ruby Hotel Business Centre & club room Design.
9. Salt spa at JLT,Logistic Institute at JLT.
10. Arabian Travel Market Indian Pavillion Design.
- 11.Oberoi Hotel-Hotel Show Pavillion Design.
- 12.Kaizad-NFPC2000sqmtofficedesign

RAK BANK Home Mortgage Umm Hurair 1, Dubai, UAE 2011

Seaview PropertiesL.L.C(Dubai,London,USA,Australia)

Director (Sales & Marketing)2006-2010

American International Group-DubaiUAE

SeniorFinancialConsultant-Feb2004-Dec2005

Le Royal Meridian Beach Resort &Spa JBR

Club wing Officiating Manager(500rooms,ISO9000:2001)Sep200-2003

Le Meridian New Delhi Guest Relations Manager(1998- 2000)

EDUCATION

1. PHD in Interior Design from Midtown University Australia and USA.
2. Sites Power Dubai: Autocad, 3dsMax, Maya, Revit (Architecture & Structure) primavera, Project Management.
3. Web Engineering from City & Guilds London.
4. Bachelor of Science in Hospitality Management Bhubaneswar.
5. ChatGPT & AI Tools MICROSOFT Institute

Language Skills

English (Read, write, Speak with IELTS band 7.5) Hindi

(Native speaker), Odia.

International Language known: French

Personal Details

Nationality: Indian

Visa Status: Marketing specialist

Salary expectation: Salary negotiable based on the job responsibilities and total compensation package

Valid Driving License

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Hobbies: Choreography, Listening Music