

# Laraiba Jan

## Operations Lead

+919906481706 @laraibabhat@yahoo.com LinkedIn/Portfolio

Srinagar, Jammu and Kashmir



## SUMMARY

Sales & Operations lead with a proven track record of effective relationship building, client handling, lead generation, social media marketing. Holding a prior experience of two years in hospitality sales & operations.

## EXPERIENCE

### Operations lead

01/2021 - 2023

#### Venue Planner

Delhi

Venue Planner is a company under Revica hospitality that enables people to find their dream destination property for weddings or corporates

- Effective communication skills
- Knowledge of sales & marketing
- Knowledge of SEO/SMO
- Ability to manage time

## EDUCATION

### Bachelors in Fisheries Science

2019 - 2023

#### Sher-E-Kashmir University of Agricultural Sciences and Technology

Kashmir

### Masters in Business administration

2023 - Present

#### Cluster University

Remote

## LANGUAGES

English	Advanced	●●●●●	Hindi	Advanced	●●●●●
Urdu	Intermediate	●●●●●	Kashmiri	Proficient	●●●●●
French	Beginner	●●●●●			

## STRENGTHS

### Leadership

Proven ability to lead and manage teams

### Networking

Strong ability to build and maintain relationships

### Client handling

I have strong client dealing gesturs and a positive attitude towards it

### Research Analyst

Caliber to provide authentic and detailed reports on any valid topic

## SKILLS

Business Development · Marketing · Sales · Team Management · Strategic Planning · Negotiation · Project Management · Client handling

Telecalling · Research Analysis